



SCHOOL MEALS DEBT POLICY

Sacred Heart Catholic Primary School has adopted a strict **NO DEBT** policy relating to the school meal service.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school.

If parents believe that their children should qualify for Free School Meals allowance please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parent(s)/Guardian(s) must pay in advance for the school dinners.
This is payable on a Monday morning (or the first day of the school week if different).
The cost is currently £10.75 per week

Children will not be provided with a school lunch unless it is paid for, or your child is entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However this debt must be paid on the next day and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, parents will be asked to take their child home or provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office manager will phone the parent to ask them to come to school with the money or sandwiches.

If payment of the debt is not received by the next day, the Head teacher reserves the right to begin legal proceedings against parents to recover the debt. If a family continues to need additional support then a referral to education welfare or social care will be made on their behalf.

The procedure will be straightforward, fair and just for all families. A reminder letter will be sent out for payment but unpaid debts will not be allowed to carry on, there will be a time limit.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all monies available are used to enhance our children's learning.

If any further details are needed please contact the school office for advice.

**SACRED HEART CATHOLIC PRIMARY SCHOOL
HINDLEY GREEN**

School Meals Debt Policy

School Meals Debt policy implementation

Key Information

1. All parents are provided with a copy of the debt policy when their child joins the school.
 2. All school lunches must be paid for in advance
 3. No child should be sent to school without their dinner money and expect to be given a meal
 4. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch
- A gentle Reminder letter will be sent to parent/guardian on the first day of non-payment of meals (See Appendix 1)
 - Letter A sent after 5 school days have passed without payment
(See Appendix 2)
 - Letter B sent after 10 school days have passed without payment –post first class (See Appendix 3). Where arrears are in excess of two weeks and no attempt has been made to reduce the arrears, parents/guardians should be informed that they must make alternative arrangements for their child's midday meal until the arrears are cleared.
 - If a parent/guardian makes arrangements to pay and the arrears reduce each week then there is no requirement to send the above letters. As long as the outstanding arrears are reducing, and future school meals are paid for in advance, school meals can continue to be provided
 - Copies should be kept of all letters sent

SACRED HEART CATHOLIC PRIMARY SCHOOL
HINDLEY GREEN

School Meals Debt Policy

Appendix 1

Gentle Reminder Letter

Date:

CHILD'S NAME _____ CLASS _____

Dear Parent/Guardian

School meals must be paid for in advance on Monday mornings (or first school day of the week if different).

Please send in £_____ dinner money tomorrow. This is for week commencing_____

If you have any queries please contact the school office.

Cheques must be made payable to WMBC.

Yours sincerely

School Office Manager

SACRED HEART CATHOLIC PRIMARY SCHOOL
HINDLEY GREEN

School Meals Debt Policy

Appendix 2

Letter A – After non-payment for 5 school days

Date:

CHILD'S NAME _____ CLASS _____

Dear *Parent/Guardian's name*

Our records show that you have not paid dinner money for your child _____ for the period _____ to _____

School meals currently cost _____ and must be paid for in advance on a Monday morning.

As at _____ your account is showing arrears of _____

Please make arrangements to pay the outstanding arrears immediately. If you have any problems in making this payment please contact the school office.

Yours sincerely,

Head teacher

SACRED HEART CATHOLIC PRIMARY SCHOOL
HINDLEY GREEN

School Meals Debt Policy

Appendix 3

Letter B – After non-payment for 10 school days

Date:

CHILD'S NAME _____ CLASS _____

Dear Parent/Guardian's name

Our records show that you have not cleared dinner money arrears for your child _____ despite a previous written request on _____

As at _____ your account is showing arrears of _____

I must inform you that if payment is not received within 5 working days of the date of this letter
The school will begin legal proceeding to recover the debt

**Until the debt is cleared it will not be possible to provide your child with a school meal.
You will need to make your own arrangements for your child's lunch.**

It is with regret that this debt has caused action to be taken. Should you wish to discuss any issue regarding this debt please contact the school.

Yours sincerely,

Head teacher