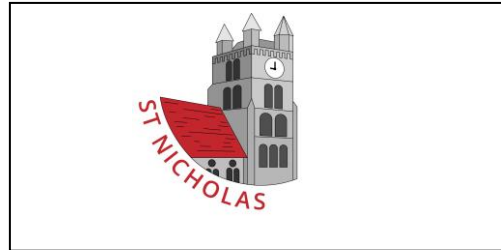


*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

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St Nicholas CE Primary Academy

Dinner Money Debt Management

Date of Issue: 13th June 2017

Date of next Review: 1st June 2020

Date Adopted by Local Governing Body:

Interim review due to change of service provider to school run catering October 2020

Date published	Policy review date	Agreed by	Date agreed
December 2020	As per Trust		

Introduction

It is the parent's responsibility to ensure that a child is provided with a meal at school; either a packed lunch or school meal. Parents are responsible for ensuring that school meals are paid for in advance and the school is responsible for ensuring that money is not owed for school meals. Outstanding debts are not permitted as the school cannot pay for meals for pupils.

In writing this policy, Governors wish to ensure that school meals are paid for, whilst aiding parents during financial difficulties, and ensuring children still receive a meal at lunchtime.

School meals must be paid for in advance online via Parentmail by the preceding Sunday . Adhoc meals cannot be paid for on a daily basis.

Meals may be paid for weekly or termly.

All Infant pupils (Year R – 2), are currently eligible for Universal Infant Free School Meals. If you think your child (Year R-6) may be eligible to receive free school meals please contact the following service for further guidance: www.kent.gov.uk/education-and-children/schools/free-school-meals

Debt Procedure

In collecting debts, a step by step process will be followed:

Step 1- Each week debts will be reviewed by the Catering Manager and Debt Letter 1 sent home with the pupil, and via Parentmail on the first day (Monday).

Step 2- For those debts which have received Debt Letter 1, and the debt has not been cleared by Thursday, the Catering Manager will telephone the parents and a follow up Letter 2 will be sent via Parentmail advising parents that they must provide their child with a packed lunch until the debt has been cleared.

In the event that a packed lunch is not provided, the school reserves the right to request advice and assistance from Children's Social Services.

Step 3- For those debts which have received Debt Letter 2 the previous week and the debt has not been cleared, Debt Letter 3 will be sent via Royal Mail advising parents that they need to make an appointment with the Headteacher to discuss repayment of their debt. At this point the school will not allow the pupil to receive school meals until the debt has been cleared **and** one week's dinner money has been received in advance.

Step 4- If parents do not contact the school and the debt remains unpaid then School Governors will make a decision regarding how the debt can be reclaimed and contact the parents by registered post. Debt reclamation may be made through the Small Claims Court.

If parents fall into debt more than 3 times in a term, the school reserves the right to refuse to provide meals for the rest of the term.

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We acknowledge that on occasion, families have financial difficulties and in these proven circumstances the school will work hard with the family to agree a solution which is not to the detriment of the child.

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Please insert on school header paper

Debt Letter 1

Date:

Dear Parent of.....

We hope your child is enjoying the school lunches.

As you are aware, school lunches must be paid for in advance but we notice from our records that there is an outstanding payment of £.....

Please log into your parentmail account to make a payment and please remember to include payment for any subsequent lunches you wish your child to have.

The daily cost of a lunch is £....., which must be paid by 9am on Monday for the week ahead .

If it is more convenient, meals can be purchased termly or in blocks by logging into your Parentmail account

Many thanks
Catering Manager

Date published	Policy review date	Agreed by	Date agreed
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Please insert on school headed paper

Debt Letter 2

Date:

Dear Parent of.....

You will recall that I previously wrote to you about an outstanding payment for school lunches. As yet the school has not received a payment.

To date the outstanding payment is £.....

Please Log in to your Parentmail account to make a payment. If we do not receive payment in full by Friday afternoon of this week then unfortunately we will no longer be able to provide your child with school lunches and you will be required to send you child to school with a packed lunch each day until the debt has been cleared.

Many thanks

Catering Manager

Please insert on school headed paper

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Debt Letter 3

Date:

Dear parent/ carer of.....

Re: School Lunch Payments

It has been brought to my attention that your child.....has been taking school meals recently but the school has not received sufficient money to cover the cost.

You will recall that the Catering Manager has contacted you on two previous occasions regarding this debt and I am disappointed that you have not paid the outstanding monies. As you are aware the provision of lunch is a parental responsibility and the school cannot pay for meals for your child.

I would be grateful if you could telephone the school office to make an appointment with me to discuss this this matter further.

Thank you for your assistance. Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Mr Christopher Dale
Headteacher

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