

KNAYTON C OF E PRIMARY SCHOOL

- Learning for Life -



SCHOOL MEALS DEBT POLICY AND PROCEDURE APRIL 2016

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school dinners. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

As from April 2016, Knayton Primary School will adopt a clear 'no debt' policy relating to the school meals service and After School Clubs.

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.

If parents believe that their child(ren) may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. Knayton Primary School will help you all we can with your application. If you are struggling to afford to pay for school meals, please come and speak to Mrs B Catchpole and we can advise you on what support is available in confidence.

Parent/s must **pay in advance** for the school meal using Parent Pay. This system allows you to make payments at any time of day using this secure website. You also have the facility to set up alerts when your balance is running low. For those parent/s unable to use this system a cash/cheque can be made and sent to the school office.

Unfortunately, we are in a position where we will need to implement the following:-

- Children will not be provided with a school meal unless it is paid for or unless a parent genuinely forgets to pay in advance or a child's packed lunch is spoilt due to accident. The school will allow a debt allowance of 1 meal; however the debt must be paid the next day.

If the debt is not cleared, parents must either provide a packed lunch. In cases where a debt payment is not received nor a packed lunch provided, the school will contact the parent to ask them to come to school with a packed lunch or collect their child to provide a lunch at home.

In the event that a debt increases and no payments are made the head teacher reserves the right to refer the debt to the 'Children & Young People's Service' who will start proceedings to recover the debt.

We hope that by implementing this debt policy parents will understand that meals must be paid for in advance and help us to ensure that all money that is for children's learning is available.



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