



Sandy Lane Primary School

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Policies

Lunch Debt Policy		
Type of policy	Other	
Policy owner	SBM	
Committee reviewing policy	Resources	
Date last reviewed	October 2017	
Date of next review	March 2019	
On school website	Yes	
Change Control between reviews		
Date	Owner	Changes made

School Meals Debt Policy and Procedure

Sandy Lane has a large amount of lunch debt which it is the responsibility of the school to chase. If the debt is not paid, the catering company will invoice the school for the debt remaining and this money will come from school funds that should be used for our children's education. Chasing debt also diverts a lot of office staff time away from contributing to the smooth running of the school and assisting children, staff and parents. No parent would take their child to McDonalds and expect them to be given food without paying and the same applies in school.

1. School meals should be paid for in advance. Parents are asked to sign up to the online payments system as this allows them to track the money paid and the meals their child has had.
2. We prefer payments online, but cash or cheques for meals must be handed in to school either via class or the office in a named sealed envelope which includes child's name and class and the amount enclosed. Cheques should be made payable to ISS Education.
3. No change is available from the office for school meals as all money goes directly to the catering company for them to enter on their system.
4. Children in Year R, Year 1 and Year 2 all receive a free school meal under the Universal Infant Free School Meal initiative. (UIFSM).
5. Parents receiving certain benefits can apply for Pupil Premium and we strongly encourage parents to check their eligibility regardless of the year their child is in. Pupil Premium eligibility triggers free school meals for children in Years 3-6, additional support in school, funding for school trips, music instrument hire and help with school uniform purchase for all eligible children in any year group. If a parent's income increases at a later date, they may no longer be eligible for free school meals but their child will remain eligible for Pupil Premium and the associated benefits that school provide for six years. If parents think they may be eligible, contact Mrs Day in the office for a form or go to <http://www.bracknell-forest.gov.uk/freeschoolmeals>
6. Individual debt letters and statements are issued regularly when the account goes into debt. Parents should check their statement carefully and raise any queries with the school in a timely fashion. An online account makes this easier.

7. When an account is in debt by more than two meals, the account will automatically go on hold and the child will not be able to order a meal in class. They will need to go to the office to order a meal. **Children will only be able to order a Jacket Potato or a sandwich.** Office staff will attempt to ring home to ask for money to be paid or a packed lunch to be brought in.
8. If the account debt is not subsequently cleared, and money is not brought in, we will ask parents to provide a packed lunch until the debt is cleared. We may be able to set up an instalment plan so that the debt can be cleared over a period of time.
9. If parents do not provide a packed lunch, Social Services may be informed that these parents are not carrying out the responsibility of care by not providing food for their child.
10. If payment of the debt is not received, the Head Teacher reserves the right to begin legal proceedings against parents to recover the debt.
11. Lunch debt totals are reported to Resources committee periodically.