

St. Thomas' Church of England Primary School

COLLECTION OF SCHOOL MEALS MONEY AND SCHOOL MEALS DEBT

Introduction

This policy concerns to the collection of school meals money and the approach to be taken in the cases of debts arising when parents/carers fail to pay for school meals. Parents/carers will be sent a copy of this policy when their children start at the school.

General Principle

School meals must be paid for in advance. If a pupil is to have meals for the duration of the week monies must be received before the start of that week or if the school is to accept pupils having an occasional meal monies must be received on the day of the meal.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents / carers. The governing body see this as unacceptable and request that all parents / carers give this policy their full support.

Free School Meals Entitlement

Pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals. If parents/carers believe that their child(ren) may qualify for entitlement to Free School Meals they should contact the County Council. As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it.

The school is only allowed to provide free school meals to pupils where this is officially approved and informed in writing by the Local Authority.

Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

A gentle reminder letter will be sent home after 1 week of accumulated arrears (Appendix 1).

The parent/carer will be informed in writing when two weeks' arrears have accumulated and advised to make immediate payment (Appendix 1).

A final letter to the parent/guardian informing them that no meals will be provided for their child(ren) if payment has not been received by a specified date, (ie in

accordance with the policy the date when three weeks' arrears have accumulated) (Appendix 2).

No meals to be provided to pupils when arrears exceed four weeks. Repeatedly failing to send in a packed lunch for a child, will be classed as a safeguarding issue and logged and referred to the Designated Senior Leader.

Once the final letter deadline has expired the debt will be passed onto the debt recovery team at Lancashire County Council where legal proceeding may begin.



ST THOMAS' CHURCH OF ENGLAND PRIMARY SCHOOL

St Thomas' Road
St Anne's on Sea
Lancashire
FY8 1JN
Tel: 01253-722022
Fax: 01253-722886
www.st-thomas.lancs.sch.uk

Headteacher
Mrs Claire Gilmour

Date

Dear xxxxxxxxxxxx

Pupil: xxxxxxxxxxxx

I am writing to remind you that according to our records, you have arrears on your child's dinner money account. In order for your child to continue to receive school lunches it is important to keep your account in credit.

Our records show that for your child xxxxxxxxxxxx Class: Year X at date your debt is -£xxx

Please arrange for this to be paid immediately by using ParentPay, our secure online payment system. You can use the login previously provided. Please visit www.parentpay.com

Your username and password are:

User Name xxxxxxxxxxxx Password xxxxxxxxxxxx

You can check your account balance at anytime by logging into your ParentPay account.

Non-payment for school meals affects the quality of service we are able to offer to the children therefore we need to ensure that all accounts are up-to-date. Once the debt is cleared please ensure the account remains in credit.

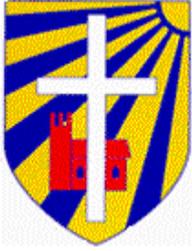
If you have any queries regarding these arrears or if you have difficulty making payment please contact the school office to discuss this further.

Yours sincerely,

Mrs Claire Gilmour

Headteacher





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Headteacher
Mrs Claire Gilmour

Date

Dear xxxxxxxxxxxx

Pupil: xxxxxxxxxxxx
FINAL DEBT REMINDER

Our records show that you have still not paid dinner money for xxxxxxxxxxxx Class: xxxxxx
As at xxxxxxxx your account is showing a debt of -£xxxxx. Please arrange for this money to be paid immediately. Failure to bring your account up to date could result in your child being denied a meal and the school having to proceed with its debt recovery procedures.

Once the debt is cleared please ensure your child's school meal account remains in credit.
You have two ways to pay the outstanding amount:

1. Online payment via ParentPay

Please visit www.parentpay.com and login using your username and password:
User Name xxxxxxxxxxx Password xxxxxxxx

2. In cash at a local store using the PayPoint card provided to you

If you have misplaced your PayPoint card please take this letter to your nearest PayPoint store along with your payment. The store will scan the barcode at the bottom of this letter and the payment will be credited to your child's account.

If you have any queries regarding these arrears, please contact the finance office immediately.
Yours sincerely,

Mrs Claire Gilmour
Headteacher

