

Dear Parent/Carer

**Zero Tolerance Debt Policy**

We are having an increasing amount of parents/carers not paying for school meals on time, and in some cases this is mounting up, leaving large debts to pay. The office staff are continually chasing parents/carers for payments, either via text, phone calls or letters home, which is an added expense for school and is using funds which should be spent on resources for your child.

Because of this, from **Monday 25<sup>th</sup> February** we will be introducing a **Zero Tolerance Debt Policy**. The policy will be actioned as follows each week:

- Day 1** If no money has been paid we will send a text to ask you to top up your ParentPay account.
- Day 2** If payment has still not been received you will be asked to bring in a packed lunch or make alternative lunchtime arrangements.

We appreciate that this may seem extreme, but if a dinner is going to be ordered for your child, payment must be made online via ParentPay in advance.

We hope that you will help us adhere to this policy by making sure your ParentPay account is topped up each week. **If you are currently in arrears, this debt must be cleared before we break for school on 15<sup>th</sup> February.**

Any parent/carers who has a long term debt must also make payment by 15<sup>th</sup> February to clear their account. If payment is not received, actions will be taken to claim the money owed via the small claims court.

**Please Note:** This policy will also apply to non-curricular activities such as Music Fees and payments for Residential visits. If payments are not received on time, your child will be removed from lessons or visits.

Thank you for your continued support.

Yours sincerely



Mr P Chambers  
Headteacher