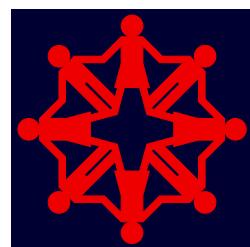


All Saints' C of E Primary School



**School Meals Debt
Policy & Procedure for
Parents & Staff
2019-2020**

Reviewed: June 2019

Next review: June 2020

All Saints' C of E Primary School has a strict **NO DEBT** policy relating to the school meal service.

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.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school.

If parents believe that their children 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. We will help you all we can with your application. Evidence requested must be provided on time. Free meal entitlement will only apply from the date the school receives the evidence. It will not be backdated and this may result in you having to pay for any meals already taken.

Parent/s must pay **in advance** for the school lunch using Credit/Debit Cards Online using Parentmail. The staff in the school office can assist you in using this or if you do not have access to the internet.

Children **will not be** provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid the next day and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the Head Teacher will phone the parent to ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch, or a sandwich and piece of fruit will be offered.

If payment of the debt is not received by the next day, the Head Teacher reserves the right to begin legal proceedings against parents to recover the debt.

Children's Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better, and at the same time ensure that the school budget is used in accordance with statutory requirements.