



SCHOOL MEALS DEBT POLICY FOR PARENTS

Review Date: Jan 25

Next Review Date: Jan 27

As from April 2013, Uplands Primary School has adopted 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.

If parents believe that they may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and if you qualify your child will be provided with free meals. We will help you all we can with your application.

Parents who pay for lunches should do so in advance using any of the methods of payment outlined below:

- Online using ParentPay (ask in the office for your login details)
- Send cash or cheque (payable to 'GCC') in an envelope marked with your child's name and the purpose of the payment

Children will not be provided with a school lunch without payment, unless they are entitled to Free School Meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of up to one week, at the discretion of the school. However, any debt must be paid as soon as a parent is notified and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, parents must provide a packed lunch for their child. In a case when a debt payment is not received nor a packed lunch provided, school will phone the parent to ask them to come in with the money or ask them to pay online immediately. Otherwise, they must provide sandwiches before lunch time.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social 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 all money that is for children's learning is available.

APPENDIX 1

Uplands Community Primary School

Parent or carer of xxxx

Date

Our records show that you have not paid dinner money for your child xxx

As at xxxx your account is showing a debt of **£xxxx**

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com
NB: THIS IS OUR PREFERRED PAYMENT METHOD.

Your username and password are:

Username: xxxxxx

Password: yyyyyyy

2. Send in money to school in a marked envelope

No matter how you pay, you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal is £2.36 per day - £11.80 per week.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher

APPENDIX 2

Uplands Community Primary School

Parent or carer of xxxx
xxxxx

Date

Our records show that you have not paid dinner money for your child xxxxx, despite a previous written reminder and a telephone call.

As at xxxx your account is showing a debt of **£xxxx**

Please arrange for this money to be paid immediately.

You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com
NB THIS IS OUR PREFERRED PAYMENT METHOD
Your username and password are:

Username: xxxxxx

Password: yyyyyyy

2. Send in money to school in a marked envelope

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal is £2.36 per day - £11.80 per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceeding to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher