



CYRIL JACKSON PRIMARY SCHOOL

SCHOOLS MEALS DEBT POLICY

VISION AND VALUES:



STATEMENT OF AIMS:

To provide a supportive, stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he or she is capable.

To ensure that the curriculum is broad and well balanced following all subjects in the National Curriculum.

To value each individual's contribution irrespective of race, gender, religion or ability.

To encourage children to be aware of their behaviour and how it affects other people.

To recognise that children have a variety of special needs and endeavour to provide appropriately for the needs of individuals.

To ensure that the curriculum reflects the richness of our multi-cultural society.

To foster and build on relationships with parents, governors and the wider community.

To provide a planned process of staff development.

INTRODUCTION

As from September 2006 the 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.

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.

Parent/s must pay in advance for the school lunch using any of the methods of payment outlined below:

- Send cash or cheque in a marked envelope

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 dispensation in agreement with the Headteacher. However, this debt must be paid 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 come to school with the money. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received within two weeks, 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.

If you have any concerns please don't hesitate in contacting me.

Yours sincerely

Head Teacher

APPENDIX 1

Cyril Jackson Primary School

Parent or carer of Mark Smith

Address

Date

Dear Parents/Carers of

On checking the dinner registers today I note that you owe

School Dinners should be paid on Monday mornings through Parent Pay.

Dinners cost £??? per day or £??? per week.

If you have any queries or difficulties, please do not hesitate to come and see me.

Alternatively, you may wish to give your child a packed lunch.

Thank you

APPENDIX 2

Cyril Jackson Primary School

Parent or carer of Mark Smith

Address

Date

Our records show that you have not paid dinner money for your child Mark Smith Class: 5G despite a previous written reminder and a telephone call

As at DATE your account is showing a debt of £-???

Please arrange for this money to be paid immediately.

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

Hodo Dirir
Headteacher

Appendix 3

September 2021

Dear Parent/Carers,

DINNER MONEY

The school has recently had an audit which highlighted a few issues with regards to the collection of dinner money.

Dinner money is only going to be accepted using Parent Pay. Dinner money needs to be paid every week and in advance.

If you have any outstanding debts these must be cleared by the end of term. Any children with monies still owing in September will have to be provided with a packed lunch.

From September children owing more than two weeks dinner money will not be allowed school dinners and will need to have a packed lunch until the debt is cleared.

If for any reason you are unable to pay school dinner money in advance please come and meet with me to discuss the matter, in exceptional circumstances arrangements will be made.

May I take this opportunity to remind you that school dinners are £.... a day or per week.

Yours Sincerely

Yessica Gimenez
Finance and Statutory Compliance Manager