


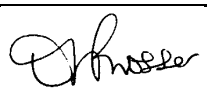
Llansannor & Llanharry C/W Primary School



School Meal Debt Policy



School Meal Debt Policy

DOCUMENT INFORMATION			
Created by :	VOG/HT	Reviewed by :	Finance Committee
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Chair of Governors :	Signed electronically by Mrs A. Cooper 		
Headteacher :	Signed electronically by Mrs S. Prosser 		

Our Vision

Guided by our Christian values, we strive to promote a nurturing learning environment that values difference and enables all pupils to become happy and independent life long learners.

Our Ethos

Together in faith we grow and learn

Our Mission / School Aims

- To create a respectful community promoting compassion towards others.
- To nurture lasting friendships based on truth and trust.
- To encourage responsibility and foster positive attitudes.
- To strive for excellence in teaching and learning within all aspects of school life.
- To develop creative and independent thinkers who are happy and successful in an ever-changing world.

Llansannor & Llanharry CiW Primary School

School Meal Debt Policy

Introduction

This policy has been developed using the guidance provided by Vale Catering Department and in response to escalating debts caused by parents failing to pay for their child's school dinners. The Policy has been written to provide clarity and consistency in managing school meal debts and will help parents clearly understand what is expected of them.

Rationale

The school meals service is no different than any other business and all meals must be paid for by someone. Parents can easily relate to the situation that they cannot take their child to McDonalds and expect them to be given food without paying, yet a minority of parents expect free food in school. The 'Free School Meals' system is there for parents who cannot afford school meals.

The school is adopting a zero tolerance approach to the non-payment of school meals and free meals are only available to children whose parents qualify for FSM entitlement. Every other meal in school must be paid for.

Debt Policy

The school governing body has agreed a zero debt policy from 1st April 2017. All parents will be issued with a letter (see appendix 1) outlining the policy and the policy will be available on the school website. This will ensure that all parents get the same message in a consistent way. This should be done at least once a year, more often when first introduced. All parents should be provided with a copy of the policy when their child joins the school.

Appendix 1

Dear Parents and Guardians,

Re: School Meals Debt Policy for Parents

As from 1st April 2017, Llansannor & Llanharry CiW Primary School has adopted a strict **NO DEBT** policy relating to its school meal provision.

From April, the Local Authority will no longer take responsibility for debts in schools so if debts incur, then the school budget will have to pay for them. This means that money which should be spent on the children's education, would be used to pay for debts incurred by parents. I am sure that every parent would agree that this is unacceptable, so 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 child/ren 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.

Parents must pay in advance for the school lunch using **Parentpay**. 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 one meal. However, this debt must be paid for the next day and future meals must be paid in advance before any meal can be provided.

If the debt is not cleared, parents must provide a packed lunch. In the case when a debt payment is not received nor a packed lunch provided, the head teacher, or a member of the office staff, will phone the parent to ask them to pay online immediately. Otherwise, they must provide a sandwich or packed lunch before lunchtime.

If payment of the debt is not received by the next day, the Headteacher reserves the right to take any other appropriate action against parents to recover the debt. Social services may also be informed about parents who do not carry out their responsibility of care by failing to provide food for their child/ren at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner payments better, whilst at the same time protect funds that are intended to be used for supporting our children's learning.

Should you have any concerns, please do not hesitate to contact me.

Yours sincerely
Head Teacher

Appendix 2

Llansannor & Llanharry CiW Primary School

Parent or Guardian of

1 The Court

Green Lane.

St Owen

01-02-2017

Our records show that you have not paid dinner money for your child Billy Smith Class 6.

As at 01-02-2017 your account is showing a debt of **£-2.25**

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

You can pay via the secure online payment system Parentpay, using the login already provided, go to www.parentpay.com.

You can check the account balance anytime by logging into your Parentpay account. You can see what meals have been taken and when.

The cost of a school meal is £2.25 per day - £11.25 per week.

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

Yours sincerely

Headteacher

Appendix 3

Llansannor & Llanharry CiW Primary School

Parent or Guardian of

1 The Court

Green Lane.

St Owen

01-02-2017

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 01/01/2017 your account is showing a debt of **£-2.25**

Please arrange for this money to be paid immediately. You can pay via the secure online payment system Parentpay, using the login already provided, go to www.parentpay.com.

You can check the account balance anytime by logging into your Parentpay account. You can see what meals have been taken and when.

The cost of a school meal is £2.25 per day - £11.25 per week.

Since non-payment of 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 regret 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 and you will need to make your own arrangements for your child's lunch.

The school reserves the right to take any other appropriate action to recover the debt and to inform social services of our concerns that you are failing in your responsibility of care by not providing food for your child/ren at lunchtime.

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

Yours sincerely

Headteacher