



Carlton-in-Snaith Community Primary School

School Meals Debt Policy for Parents

As from Monday 3rd September, Carlton in Snaith 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 that 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 their children may qualify for entitlement to Free School Meals please contact the school office, for an individual discussion. The Free School Meals service is a statutory right and it is important that you use it if you qualify. Help is available with your application at the school office.

Parents must pay in advance for the school lunch using any of the methods of payment outlines below:

- Online using ParentPay THIS IS OUR PREFERRED METHOD
- Cash in a clearly marked and sealed 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 a debt allowance of 1 meal. However, this debt must be paid next day and future meals must be paid in advance 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 payment is not received nor a packed lunch provided, the school office will phone the parent to ask them to come into school with the money or ask them to pay online immediately. 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 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.

Debt Policy Implementation

Key Information:

1. All parents are provided with a copy of the debt policy when their child joins the school
2. All school lunches must be paid for in advance
3. No child should be sent to school with no money in their account and expect to be given a meal
4. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch.

Level 1 – A child's account goes into debt

- Check 1: is this a FSM child, are dates correct?
Check 2: is there a possibility that payments have not been credited?
Check 3: does this parent normally pay on time, is this just a one off?
Action: Parents will be sent a gentle debt reminder

Level 2 – A child comes to school again without the debt being paid or a packed lunch

- Check 1: is this a FSM child, are dates correct?
Check 2: is there a possibility that payments have not be credited?
Check 3: has this parent made contact?
Action: personal contact with the parent will be made from the school office to ask them to either bring money, pay online, bring in sandwiches before lunchtime or arrange to take their child home at lunchtime

Level 3 – The parent does not comply with any of these options

- Action: the Headteacher will send a final letter

Level 4 – The parent consistently does not comply with any of these options

- Check 1: is this a FSM child, are dates correct?
Check 2: is there a possibility that payments have not been credited?
Check 3: has this parent made contact?
Action: bring in outside agencies. School to notify School Food Support who will initiate further action

This was agreed by the Governing Body on Tuesday 19th June 2018.