



St John with St Augustine CE Primary School

COLLECTION OF SCHOOL MEALS AND BREAKFAST CLUB MONEY

SCHOOL DEBT POLICY 2017

Introduction

This policy concerns the **collection** of school meals and breakfast club money and the approach to be taken in the cases of debts arising when parents/carers fail to pay for school meals and breakfast club. Parents/carers will be advised a copy of this policy is on the school website.

General Principle

School meals and breakfast club must be paid for in advance. If a pupil is to have meals for the duration of the week or attend breakfast club, monies must be received before the start of that week or in exceptional circumstances if the pupil is having an occasional meal, or occasionally attending breakfast club monies must be received on the day of the meal/club.

If debts are incurred, then the school budget has to pay for them. **This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents / carers.** The governing body see this as unacceptable and request that all parents / carers give this policy their full support.

Free School Meals Entitlement

Pupils will not be provided with a school meal unless it is paid for, **except those confirmed as entitled to free school meals.**

If parents/carers believe that their child (children) may qualify for entitlement to Free School Meals they should contact the County Council on 01254 220711. As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it. The school is only allowed to provide free school meals to pupils where this is officially approved and informed in writing by the Local Authority.

Procedure for Collection of Arrears.

It is accepted that on occasion arrears may arise for various reasons e.g. pupils forget their dinner money or are absent on the day it is collected. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise. A gentle reminder text will be sent home after 1 week of accumulated arrears. The parent/carer will be informed in writing when two weeks' arrears have accumulated and advised to make immediate payment. A final letter to the parent/carer informing them that no meals will be provided for their child(children) or they will not be able to attend breakfast club if payment has not been received by a specified date, (i.e. in accordance with the policy the date when two weeks' arrears have accumulated). No meals to be provided to pupils when arrears exceed two weeks and the parent/carer advised to send in a packed lunch for their child/children. Pupils will not be able to attend breakfast club.

Once the final letter deadline has expired the debt will be passed onto the **debt recovery team at Lancashire County Council** where legal proceeding may begin.