Chaucer Primary School

School Meals Debt Policy

Policy will be reviewed by September 26

SCHOOL MEALS ARREARS POLICY

Introduction

This policy relates to the collection of school meals money and the approach to be taken in the case of debts arising when parents/carers fail to pay for school meals.

If debts are incurred, then the school budget liable to cover the cost of this. As a result, money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/guardians. The governing body see this as unacceptable and request that all parents/guardians give this policy their full support.

General Principle

- School meals must be paid for in advance *on a weekly, monthly or half-termly basis*. School meals are available to pupils at a cost of *£2.75 per day* or at no cost to those in receipt of a free school meals or Universal Infant Free School Meals (Reception, Year 1 and 2).

  Payment should be made by *via school gateway*

Free School Meals Entitlement

Pupils will not be provided with a school meal unless it is paid for, or if the pupil is confirmed as entitled to free school meals. If parents/guardians believe that their child(ren) may qualify for entitlement to Free School Meals they should contact the County Council. As this allowance is a statutory right for qualifying pupils it is important that parents/guardians make use of it.

The school is only allowed to provide free school meals to pupils where this is officially approved and the school informed by the Local Authority.

Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons, however, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

1. An outstanding dinner money letter will be sent to parent/guardian after *1 week* of accumulated arrears, requesting immediate payment.
2. If unpaid, an accumulated dinner money arrears letter will be sent when *3 weeks* arrears have accumulated, advising immediate payment.

3. If unpaid, a final letter non-payment of dinner money arrears will be sent informing them that no meals will be provided for their child(ren) if payment has not been received by a specified date, (i.e. in accordance with the policy when *4 week's* arrears have accumulated). This letter will also advise that an LCC Invoice will be issued that would be subject to LCC Debt Recovery Policy

No meals to be provided to pupils when arrears exceed *4 weeks*.

Once the final letter deadline has expired an LCC Invoice may be issued therefore being subject to LCC Debt Recovery Policy where legal proceedings may commence.