

All Saints Catholic Primary School

SCHOOL MEALS POLICY

RECOVERING OUTSTANDING DINNER MONIES

1 Introduction

The governing body at All Saints Catholic Primary School is responsible for ensuring that procedures are in place for the recovery of outstanding dinner monies.

This policy sets out the procedures for recovering outstanding dinner monies.

2 School Meals

Payment for school meals should be made weekly in advance. This would normally be the Monday of the week for which the meals are being paid for.

Parents/carers (**P/C**) are required to pay for their children's school meals, except for those that are entitled to free school meals. If P/C believes that their child may qualify for entitlement to free school meals, they should be advised to contact the 'One Stop Shop' or school office. This allowance is a statutory right and it is important that P/C are encouraged to register for free school meals if they are entitled as this also enables the school to access **Pupil Premium** funding.

Any arrears of dinner money that arise must be pursued by the school on a weekly basis.

On the first day of non-payment, a member of school staff will attempt to contact the P/C in person or by telephone or by text to discuss the arrears and request payment on the following day.

If dinner monies remain outstanding at the beginning of the second week, a reminder letter or text should be issued to the P/C.

If dinner monies remain outstanding at the beginning of the third week, a final warning letter must be issued to the P/C by Recorded Post. This letter will remind the P/C of the previous reminder letter and the current amount outstanding. The letter will also inform the P/C that if the amount remains unpaid, the school will inform the P/C that they will need to provide the child with a healthy packed lunch or be taken home for lunch, and requests contact with the school to discuss any problems in making the outstanding payment.

If dinner monies remain outstanding at the beginning of the fourth week, a notification of withdrawal of school meals letter, signed by the Headteacher, must be issued to the P/C by Recorded Post. This letter will give the P/C a final opportunity to clear the outstanding amount. The letter will inform the P/C that if the amount is not cleared in full, the P/C will be advised to make alternative arrangements for the child's lunch, with effect from the following Monday.

Arrangements can be made to clear any dinner money arrears by instalments, after repayment amounts have been agreed between the P/C and the school.

Social services may also be informed that these P/C are not carrying out the 'responsibility of care' by failing to provide food for their child at lunchtime. It is not the responsibility of the

school to provide lunch for pupils, it is the responsibility of the P/C to provide a meal, either a school lunch, packed lunch or to take the child home.

This policy is intended to keep arrears to a minimum and thereby avoid the cost of a referral to solicitors for legal action or debt collection agency.

At each meeting of the Finance, Premises and Health & Safety Committee, the HT is required to inform the Governors of any outstanding dinner monies.

3 Conclusion

We hope that by implementing this policy, we are able to help P/C manage school dinner money effectively, reduce the administration time and costs involved chasing dinner money and at the same time ensure that money which should be spent on the children's education is not used to contribute towards outstanding dinner monies.

Signed Head Teacher

Date

Signed Chair of Governors

Date

(1) REMINDER LETTER – SCHOOL MEALS

Date

To Parent/Guardian of

Address

.....

Our records show that despite a phone call on you have not paid dinner money for your child.

..... Class

As at our records show a debt of £

Please arrange for this money to be paid immediately. Please send in money to the school on Monday morning in a marked envelope.

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

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

Yours sincerely

Mr P Ralston
School Business Manager

(2) FINAL WARNING LETTER – SCHOOL MEALS

Date

To Parent/Guardian of

Address

.....

Our records show that despite a previous 'reminder letter' on you have still not paid dinner money for your child.

..... Class

As at our records show a debt of £

Please arrange for this money to be paid immediately. Please send in money to the school on Monday morning in a marked envelope.

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

If the debt remains unpaid, the school will request that you provide your child with a healthy packed lunch, or take him/her home from school for lunch.

If you have any queries regarding these arrears, please contact the School Business Manager, Mr Ralston.

Yours sincerely

Mr P Ralston
School Business Manager

(3) NOTIFICATION OF WITHDRAWAL OF SCHOOL MEALS LETTER

Date

To Parent/Guardian of

Address

.....

Our records show that despite several 'reminder letters', you have still not paid dinner money for your child.

..... Class

As at our records show a debt of £

Please arrange for this money to be paid immediately. Please send in money to the school by the end of this week in a marked envelope.

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. If the amount is not cleared by the end of this week, you will need to provide your child with a healthy packed lunch or take him/her home from school for lunch.

The school reserves the right to begin legal proceedings to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunchtime.

If you have any queries regarding these arrears, please contact the School Business Manager, Mr Ralston.

Yours sincerely

Mr J Barnes
Head Teacher