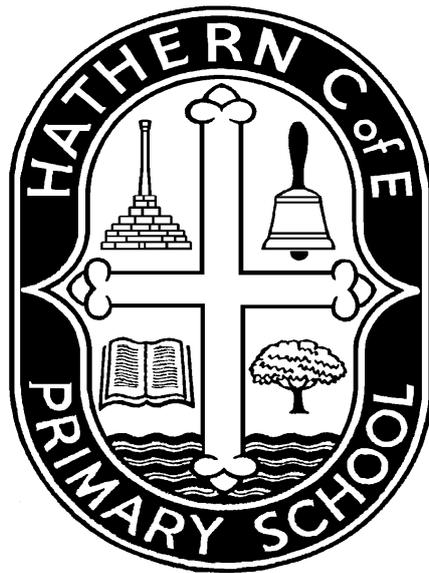


Hathern Church of England Primary School



School Meals Policy (including School Meal Debt)

At Hathern Church of England Primary School, we believe in
‘Learning and Caring Together’

Schools Meals Policy (including School Meal Debt)

Aims

- To outline the school's procedures regarding school meals.
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils.
- To ensure the smooth, efficient and cost effective operation of the school dinner system.
- To clarify the roles and responsibilities of school staff, parents and pupils.
- To present a workable, fair mechanism for the collection of school dinner money.

Policy

Pupils in Foundation, Year 1 and Year 2 are entitled to a school meal at no charge under the Universal Infant Free School Meal (UIFSM) programme.

School meals are available to Key Stage 2 pupils (see website/school office for current cost). For those in receipt of a free meal (FSM) entitlement there is no cost. Information regarding free school meal entitlement can be found on our website, the school office or directly through the Leicestershire County Council website.

To enable the service to be efficiently planned the School requires advance notice of your child's requirements.

Hathern Church of England Primary School has a strict no debt policy relating to the provision and subsequent payment of school meals.

Paying for school meals

The payment for meals is required in advance on a weekly, monthly or half-termly basis.

- Payment should be sent into school on a Monday, or the first day of the school week.
- Payments must be in a sealed envelope with the name of your child, class and the amount enclosed.
- In the case of absence, payment should be made on the first day back at school.
- Return of money due to absence will be credited against the following week's payment (carried forward).
- Cheques should be made payable to *Hathern CE Primary School*. If a cheque is returned unpaid the school may withdraw the option of payment by cheque to the parent(s) involved.

Should a child arrive at school without payment or a packed lunch, the School will telephone home in the first instance to establish if alternative arrangements have been made.

If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for school meals in a sealed envelope.

If payment has not been made

If a child has taken a school meal which has not been paid for the parents/carers will be sent a reminder detailing how much they owe. This may be in person or by telephone.

Payment must be made on the next school day and should be sent in with the child or paid directly to the office. If payment is not received within 48 hours, a reminder in the form of a letter (Appendix 1), will be sent detailing the amount of money owed. If payment remains unresolved after 5 days, then a second letter will be sent requesting immediate payment and detailing the school's next course of action (Appendix 2). Should the debt still not be paid after 7 days, then a final reminder letter (Appendix 3) will be issued and the child will not be provided with a school meal (until the debt is paid).

If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, a referral may be made to Social Services as this has an effect on a pupil's welfare.

The school may in exceptional circumstances postpone the refusal to provide meals where parents have advised the school of their financial situation and school is satisfied that the funding will be forthcoming.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received, and some schools are known not to provide a meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents means to settle.

The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent.

The school cannot tolerate school meal debt, as unrecovered debts have to be taken from the school budget. This means that money which should be spent on the children's education is used to pay for debts incurred by parents

Appendix 1 – 1st Reminder

Appendix 2 – 2nd Reminder

Appendix 3 – 3rd and Final Reminder

1st Reminder

Parent or carer of _____

Our records show that you have not paid dinner money for your

childClass:

As at your account is showing a debt of £-

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

The cost of a school meal is £2.10 per day - £10.50 per week.

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

Yours sincerely
Headteacher

2nd Reminder

Parent or carer of _____

Our records show that you have not paid dinner money for your child

..... Class: despite a previous written reminder

As atyour account is showing a debt of £

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

The cost of a school meal is £2.10 per day - £10.50 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 and I am afraid 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. You will then need to make your own arrangements for your child's 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 lunch time if dinners continue to be ordered without the debt being cleared.

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

Yours sincerely
Headteacher

3rd and final reminder

Parent or carer of _____

Our records show that despite previous reminders you have not paid dinner money for your child Class:

As atyour account is showing a debt of £

In accordance with our school meal's policy, your child will not be provided with school dinners as of until the debt is settled.

Please ensure you have made sufficient provision for your child's lunch as is your legal responsibility. Once the debt has been cleared your child is welcome to resume school meals with payment in advance.

Please contact school to discuss your outstanding debt.

Yours sincerely,
Headteacher