

Highfield Primary School

School Meals Debt Policy for Parents

As from 13th October 2014 Highfield Primary School has adopted a strict NO DEBT policy relating to the provision of school meals. This will in fact mean all money for school meals will need to be paid in advance.

If debts are incurred, then the School will need to consider how the debt can be managed, which may mean money which should be spent on your child(ren)'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.

Parents must pay in advance for school meals using the payment methods outlined below :

- Credit/Debit Cards Online using ParentPay
- PayPoint barcode (ask in the office about PayPoint barcode payments)

If parents believe that their children may qualify for entitlement to Free School Meals, then please contact the office for further information. The allowance for Free School Meal is a statutory entitlement and should be claimed if your child qualifies. In order to qualify, you will be required to complete an application form and provide any evidence which may be requested. Free School Meal entitlement will only apply from the date the evidence has been received and the application has been approved. It cannot be backdated. The School will support parents with the application.

Children will not be provided with a school lunch, unless it is paid for in advance or the child is entitled to a Free School Meal. 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 immediately using one of the above payment methods together with a sum for future meals, otherwise the School will be unable to provide further meals.

If there are insufficient funds in a child's account, then the parents will be required to provide a packed lunch for their child. If there is insufficient credit on a child's account and a packed lunch has not been provided, the School will contact the parent to ask them what arrangements they have made to provide their child with food.

If payment of the debt is not received within 5 days, the School reserves the right to begin debt management proceedings against parents to recover the debt. The Local Authority Children's Services will also be informed that the parents are not carrying out their responsibility of care by not providing food for their child(ren) 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 the children's learning is available.

If you have any concerns, please do not hesitate in contacting me.

Yours sincerely



Head Teacher