




# LUNCH ARREARS POLICY

Approved: October 2018

Review Date: October 2020



*“What you are is God’s gift  
to you, what you become  
is your gift to God”*

# SCHOOL MEALS ARREARS POLICY AND PROCEDURES

## SCHOOL MEALS ARREARS POLICY

### 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

School meals are available to pupils at a cost of £2.25 per day or at no cost to those in receipt of a free meal entitlement or children in Reception, Year One and Year Two.

To enable the service to be efficiently planned, the School requires advance notice of your child's requirements. (Half a terms notice is required to change arrangements).

### PAYING FOR SCHOOL MEALS.

- The payment for meals is required in advance on a weekly, monthly or half-termly basis.
- Payment is to be made via ParentPay. All parents are issued with signing in details. Any problems accessing your child's account please see the school office in the first instance.

### SHOULD A CHILD ARRIVE AT SCHOOL WITHOUT CREDIT ON THEIR ACCOUNT OR A PACKED LUNCH, THE SCHOOL WILL:

- telephone home in the first instance to establish if alternative arrangements have been made.

### If payment has not been made:

- If your child has taken a school meal which has not been paid for you will be sent a reminder detailing how much you owe (Appendix 1). Payment must be made immediately via ParentPay, if payment is not received within 3 days, a further letter will be sent detailing the consequences of non payment and a final date by which payment must be made (Appendix 2)
- If the matter remains unresolved, you will be sent a 3rd and final letter requesting payment and detailing the school's next course of action. (Appendix 3)

The school cannot tolerate debt amounting to more than one weeks payment, if debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, there may be a referral to Social Services as this has an effect on a pupil's welfare.

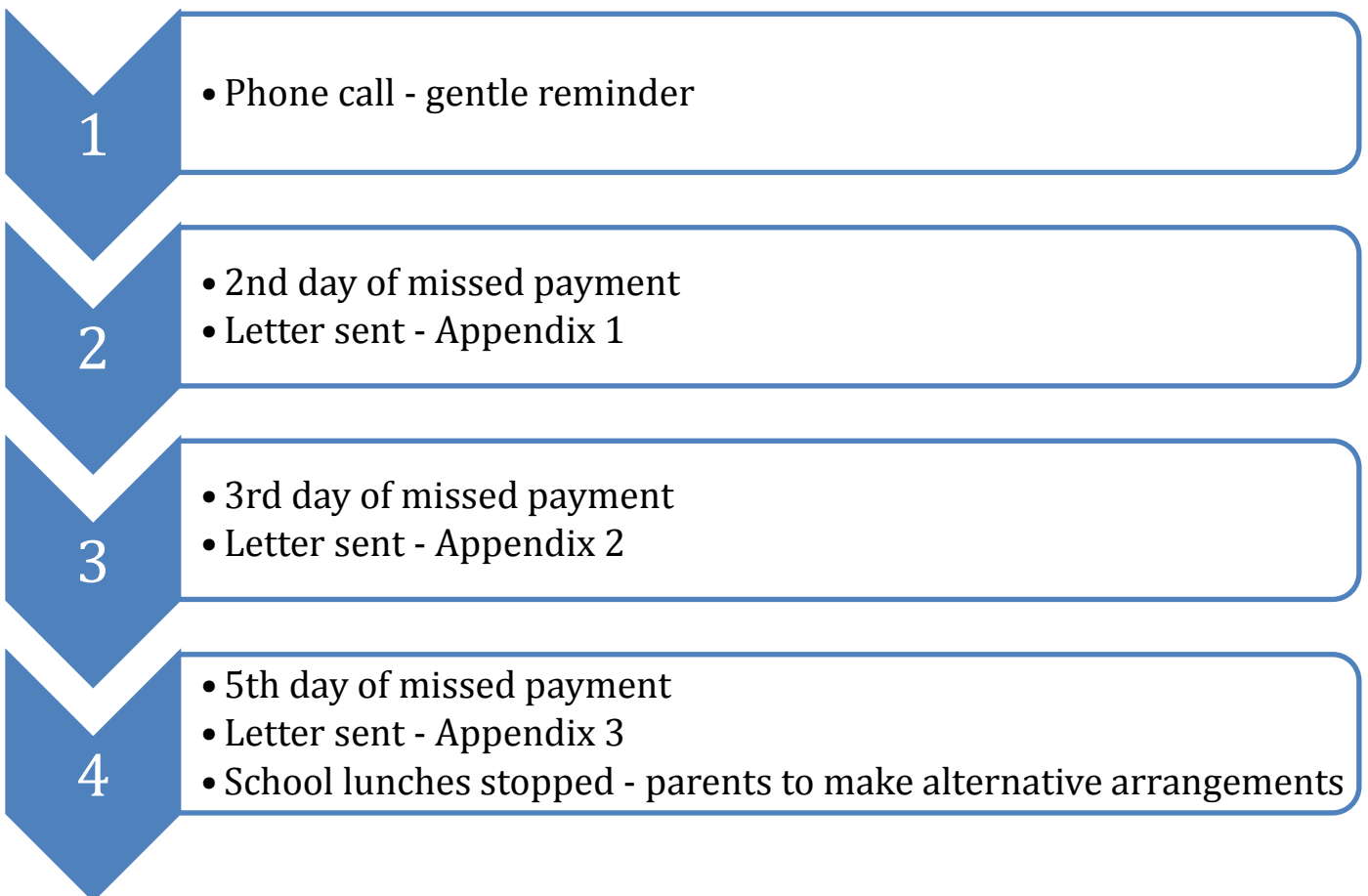
The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received, and some schools are known not to provide a meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in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

The school will 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 will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent. However, where no attempt is made to clear the debt it will follow the procedure of the school's Debt Management Policy.

Information regarding free school meals is available from the School Office.

### PROCEDURE SUMMARY



APPENDIX 1

1st Reminder

Dear Parent or carer of .....

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

As of ..... your account is showing a debt of £- .....

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the payments are always made in advance via ParentPay.

The cost of a school meal is £2.25 per day - £11.25 per week.

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

Yours sincerely

Headteacher

APPENDIX 2

2nd Reminder

Dear Parent or carer of .....

Our records show that you have not paid dinner money for your child .....Class ..... despite a previous written reminder .

As at .....your 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 £2.25 per day - £11.25 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 within 3 days, 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

APPENDIX 3

3rd and final reminder

Dear Parent or carer of.....

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

As of .....your 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 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, failure to do so will result in the activation of the  
school's debt management recovery procedure

Yours sincerely,

Headteacher