



## BOCKING CHURCH STREET PRIMARY SCHOOL

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NAME OF POLICY: **POLICY FOR SCHOOL MEAL ARREARS**

DATE OF POLICY: March 2019

REVIEW DATES: March 2020

### **Purpose**

This policy concerns the collection of school meals money and the approach to be taken in the cases of debts arising when parents/carers fail to pay for school meals. Parents/Carers will be sent a copy of this policy when their children reach Key Stage 2 (KS2).

### **General Principle**

School meals must be paid for in advance.

KS2 pupils will not be provided with a school meal unless it is paid for in advance, except those confirmed as entitled to free school meals.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

### **Free School Meals Entitlement**

KS2 pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals. If parents/carers 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/carers make use of it. The school is only allowed to provide free school meals to pupils where this is officially approved and informed in writing by the Local Authority.

### **Procedure for Collection of Arrears**

It is accepted that on occasion arrears may arise for various reasons eg pupils forget their dinner money or forget their packed lunch. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

- i. If a meal is taken without prior payment a telephone call will be made to notify parents.
- ii. A gentle reminder letter will be sent home and emailed after the first week of arrears (Appendix 1).
- iii. If payment is still not received the parent/carer will be informed in writing and via email at the end of the second week and advised to make immediate payment (Appendix 2).
- iv. A final letter to the parent/carer informing them that no meals will be provided for their child(ren) if payment has not been received by the first day back to school after the end of the third week.



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Once the final letter deadline has expired the debt will be passed onto the debt recovery team at Essex County Council where legal proceeding may begin.

### Appendix 1

Date:

Child's name:

Dear parent/guardian

According to our records there is outstanding dinner monies of £\_\_\_\_\_ for your child(ren).

Please pay £\_\_\_\_\_ plus £2.20 per meal you anticipate they will take next week via Parentpay or through the school office by 9am on Monday.

If you wish to pay by cheque, please make it payable to Bocking Church Street Primary School.

Please be aware for future reference that all school meals must be paid for in advance.

If you have any queries, or are unable to pay by Monday please contact the school office.

Yours sincerely

Miss Tatlow  
Headteacher

### Appendix 2

Date:

Child's name:

Dear parent/guardian

Following the letter dated \_\_\_\_\_ sent home regarding outstanding school dinner money, our records show that this has not been paid.

To date the amount of arrears is now £\_\_\_\_\_.

Please pay £\_\_\_\_\_ plus £2.20 per meal you anticipate they will take next week via Parentpay or through the school office by 9am on Monday.

If you wish to pay by cheque, please make it payable to Bocking Church Street Primary School.

Please be aware for future reference that all school meals must be paid for in advance.

If you have any queries, or are unable to pay by Monday please contact the school office.

Yours sincerely

Miss Tatlow  
Headteacher



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### Appendix 3

Date:

Child's name:

Dear parent/guardian

Our records show that you have not cleared the school dinner money arrears for your child(ren) despite previous letters sent home on \_\_\_\_\_ and \_\_\_\_\_.

To date the amount of arrears is now £\_\_\_\_\_.

Please pay £\_\_\_\_\_ plus £2.20 per meal you anticipate they will take next week via Parentpay or through the school office by 9am on Monday.

If you wish to pay by cheque, please make it payable to Bocking Church Street Primary School.

Following the School Meals Arrears Policy I must advise that:

- the school will no longer provide school meals for your child/ren unless this debt has been paid and your account is in credit.
- if payment is not received within 5 working days of the date of this letter, the debt will be referred to the Essex County Council Debt Recovery Team.

I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Should you wish to discuss any issue regarding this debt, please contact the school.

Yours sincerely

Miss Tatlow  
Headteacher



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