

<b>Approved by:</b>	Finance and Personnel Committee	<b>Date:</b> 23/01/2019
<b>Signature:</b>		
<b>Based on:</b>	Developed in school	
<b>Last reviewed on:</b>	23/01/2019	
<b>Next review due by:</b>	Spring 2022	



## *St Joseph's Catholic Primary School Oxford*

### School Meals Debt Policy

#### **Rationale:**

The provision of school meals service is no different than any other business and the meals must be paid for by someone.

By implementing this debt policy parents will be helped to manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

Since schools will be invoiced for meals taken, it is essential that sufficient funds are credited for these meals into the central account as if there are insufficient funds then the school will have to cover the shortfall from their budget.

#### **Purposes:**

This policy has been written to provide clarity and consistency in managing any debt and to help staff and parents clearly understand what is expected of them.

#### **Guidelines:**

Parents who do not want their child to have a school lunch, should provide a healthy packed lunch.

#### Free School Meals system

EYFS and KS1 children are eligible for free school meals (UIFSM).

KS2 pupils who are eligible for free school meals are not required to pay.

#### Payment

Parents of children in years 3-6 receive login details for ParentPay.

## Debt

1. All school lunches must be paid for in advance or on the day.
2. No child should be sent to school with no money in their account and expect to be given a meal.
3. If this occurs, someone will phone the parent to ask them to either explain, bring money or bring sandwiches to school before lunchtime.
4. Children will not be provided with a hot school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of up to 3 meals. However this debt must be paid by the third day and future meals must be paid in advanced before any meal is provided.
5. If the debt is not cleared, parents must provide a packed lunch.
6. If the debt has been cleared the child will be allowed to transfer back to meals,
7. In a case when a debt payment is not received nor a packed lunch provided, a member of the school office staff will phone the parent to ask them to come to school with the payment. Otherwise they must provide sandwiches before lunch time.
8. If payment of the debt is not received by the third day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.
9. If after the third day, the debt is not repaid and the parents do not provide their child/children with a packed lunch, Social Care may be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

## Meal Charges

The price of school meals is £2.10 (September 2017). The revision of charges for school meals will take place each September. Wherever possible parents will be notified of any increase during the term prior to the new charge.

## Meal Provider

The School Lunch Company is responsible for the preparing and serving all school meals.

Menus are available on the website or posted on the front door at school.