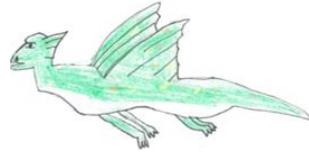
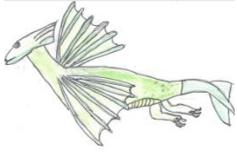




**BOREHAM PRIMARY SCHOOL**  
**A Friendship School**



*'Daring to aim high, scale new heights, spread our wings and fly far'*



# **SCHOOL MEAL DEBT RECOVERY POLICY JANUARY 2020**

Staff Consulted: 24.1.20

Approved by Governing Body: 20.1.20

Next Review Date: January 2022

## Boreham Primary School School Meal Debt Recovery Policy

This policy has been written to assist the school in adopting a consistent approach to parents who have an outstanding amount on their school dinner account, whereby a dinner has been ordered and provided but the school has not received payment. It provides clarity and consistency in managing this situation and will also help parents clearly understand what is expected of them. All pupils in the Foundation Stage and Key Stage 1 are now entitled to receive Universal Infant Free School meals, therefore this policy only relates to pupils in Key Stage 2 (Years 3, 4, 5 and 6) whose parents pay for school meals.

Occasionally a decision will have to be made as to whether a child should be refused a meal due to the school not receiving payment. The school meal service is available to all children and dinners can be ordered on a daily basis, but is only available when parents have paid on line using the school payment system (Parentmail) or by cash or cheque handed into the school office.

The Free School Meals system is there for parents who cannot afford school meals and are in receipt of certain benefits. Applications should be made at [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com) and office staff can support and assist all parents to set this system up and therefore all meals would be covered for payment under these circumstances.

Historically, a small number of parents expected the school to provide a meal for their child/ren over a period of time but when contacted to settle outstanding monies, settlement of debt was not cleared. Over time this has impacted upon the school's budget which is primarily used for staffing, resourcing and impacting directly upon children's education.

As a result of this the governing body at Boreham Primary School have decided that there will be a 'zero tolerance' approach to dinner money arrears. The only free meals provided will be to those children who qualify for the FSM entitlement.

### **Key Information**

1. All parents have access to this policy when their child starts the school and upon request
2. All school lunches must be paid for in advance
3. No child should be sent to school with no money in their account and expect to be given a meal
4. Parents who do not want their child to have a school lunch, should provide a healthy packed lunch or take their child home for lunch.

### **Debt Recovery Policy Information**

When a child's account shows an outstanding amount, (the maximum of one week's dinners) a reminder will be issued via parentmail immediately informing them that immediate payment is due the next day that their child is in school. If the child comes into school without payment for the amount owing and does not have a packed lunch, the parent is to be contacted by telephone immediately. The parent is obliged to pay this amount either on the online system or by bringing the cash/cheque into school that day to allow a meal for the child. However, if they are unable to make the payment at that time the parent is liable to bring a packed lunch in and on any other day following until they are able to clear the entire debt. If in the event an outstanding amount is not paid in full within an agreed time from when the parents have been notified the Head Teacher will send a final letter formally requesting payment prior to seeking legal advice. The school would seek advice from the Local Authority, small claims court and social services where necessary.

This policy appears on the school website and can be sent out upon request so that all parents are aware of their obligation for paying for school meals. This will ensure that all parents receive the same message in a consistent way. All parents will be reminded about the policy when their child joins KS2.

### **Policy Review**

This policy will be reviewed by the governing body every two years or sooner if required.