



# Marsh Green Primary School

## Meals Debt Policy

Marsh Green Primary School has adopted a strict NO DEBT policy relating to the school meals service.

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 built up by parents.

If parents believe that their children should qualify for free school meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We are happy to help you with your application

### Paying for Meals

Parent(s)/Guardian(s) must pay in advance for school dinners. This is payable on Monday morning (or the first day of the school week if different). The cost will be £11.00 per week (£2.20 per day).

Children will not be provided with a school lunch unless it is paid for, or a child is entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant an allowance of one meal. However this meal must be paid for on the next day and future meals must be paid for in advance before any more meals are provided.

If the debt is not cleared, parents will be asked to provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office manager will phone the parent to ask them to come to school with the money or sandwiches.

If payment of the debt is not received by the next day, the school reserves the right to begin legal proceedings against parents to recover the debt. If a family continues to need additional support then a referral to education welfare or social care will be made on their behalf.

The procedure will be fair and just for all families. A reminder letter will be sent out for payment, but unpaid debts will not be allowed to carry on - there will be a time limit of 5 days.

We hope by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all monies available are used to enhance our children's learning.

If any further details are needed please contact the school office for advice.

Signed on behalf of Governing Body \_\_\_\_\_

*(Chair of Governors)*