

St Monica's Catholic Primary School
SCHOOL MEAL DEBT RECOVERY POLICY

Our Vision

“Strive to succeed in the presence of God.”

Mission Statement

Together as a Catholic community
Everyone – children, staff, parents and parish
Achieves in their own unique way and strives to be
More like Jesus

The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the School to receive all income to which it is entitled.

With the emergence of cashless payment systems in schools, it will make it more transparent when parents have not paid their accounts for school meals.

The School will actively pursue the collection of monies owed to it.

As the pupil is not an adult, the parents of the pupil are jointly and severally liable for the charge.

St Monica's Catholic Primary School has adopted a strict NO DEBT policy relating to the provision of school meals. This will in effect mean all money for school meals will need to be paid in advance.

If debts are incurred, then the School will need to consider how the debt can be managed which may mean money which should be spent on your child(ren)'s education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

Parent/s must pay in advance for school meals and trips using the payment methods outlined below:

- Credit/Debit Cards Online using ParentPay

School meals are provided free of charge for children in Foundation Stage and Key Stage 1. If, when children are in Key Stage 2, parents believe that their children may qualify for entitlement to Free School Meals then please contact the office for further information. The allowance for Free School Meal is a statutory entitlement and should be claimed if your child qualifies. In order to qualify, you will be required to complete an application form and provide any evidence which may be requested. Free school meal entitlement will only apply from the date the evidence has been received and the application has been approved. It cannot be backdated. The School will support parents with the application.

Children will not be provided with a school lunch unless it is paid for in advance or the child is entitled to a free school meal.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 10 meals. However this debt must be paid immediately using the above payment method together with a sum for future meals otherwise the School will be unable to provide further meals.

If there is insufficient funds on a child's account, then parents will be required to provide a packed lunch for their child. If there is insufficient credit on a child's account and a packed lunch has not been provided, the School will contact the parent to ask them what arrangements they have been made to provide their child with food.

If payment of the debt is not received by 10th day, the School reserves the right to begin debt management proceedings against parents to recover the debt. The LA Children's Services may also

be informed that the parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

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

Waiving of Debt

The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship.

A debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegate.

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and the Headteacher.

The Governors will review this policy on an annual basis.

Last updated May 2017