

Debt Recovery Policy

Dear Parents and Friends of Castle Hill,

We appreciate that the cost of living crisis is affecting many families. It is also affecting the school and we are beginning to see an increase in parents failing to pay for school lunches and making donations towards school trips. This is a difficult topic so it is important that we are clear on the policy, so that we can continue to work in partnership with you to ensure we recover debts whilst remaining sensitive to personal circumstances.

Please take the time to read the attached [Debt Recovery Policy](#), which is also available on our website.

Meal Account Balance

The Governing Body has resolved to ensure that all children receive a meal at lunch time whilst recognising the school budget should not be used to pay for debts incurred by individual parents/carers.

Further to the reminders on the Weekly CHPS Noticeboard, in case you have missed these, we wanted to highlight that school meals must be paid for in advance and from **1st June 2024** your child's meal account will have to be in credit for you to order a meal for them. Please ensure you act before June to clear any outstanding meal debt from your child's account.

All pupils in the Foundation Stage and Key stage 1 are entitled to receive Universal Infant Free School meal (UIFSM) as are those pupils in KS2 who are confirmed as entitled to free school meals (FSM) - a credit balance is not needed in these cases.

Free School Meal Eligibility

If you believe that you may qualify for entitlement to FSMs 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 will help you with your application. Details about the application process can be found on the school website -> <https://castlehillprimary.net/parents/school-meals/free-school-meals>. The school is only allowed to provide free school meals to pupils where entitlement has been verified.

School Trips

We continue to try to offer workshops and trips alongside class-based learning to enhance the curriculum and enjoyment for the children. It is our aim at the start of the academic year to give an indication of the planned school trip/workshop costs and dates. In addition to help families plan financially we aim to cap all workshop/trips at a maximum of £40 for the school year.

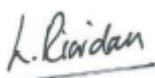
There are some year groups which will have higher costs, these are: Year 4 to cover transport to the swimming pool (the school will pay for the swimming lessons) and Year 5 (payments for the Year 6 residential trip).

We will monitor school trips to see if we are getting this right and if needed we may consider cutting back on the number of trips/workshops to avoid any significant financial exposure.

Kind regards



John DF Martin
Executive Headteacher



Mrs L Riordan
School Business Manager