



Headteacher:

Mrs J Hewson - BA Hons. PGCE, NPQH

Email: [chapelford\\_admin@omegamat.co.uk](mailto:chapelford_admin@omegamat.co.uk)

School website: [www.chapelfordvillageprimary.co.uk](http://www.chapelfordvillageprimary.co.uk)

Facebook: [facebook.com/chapelfordvillageprimary](https://facebook.com/chapelfordvillageprimary)

Tel: 01925 712554

1<sup>st</sup> July 2019

Dear Parent/Carers,

As detailed previously, Chapelford Village Primary School adopted a clear 'no debt' policy relating to the school meal service. Previously, the Local Authority would deal with any parent who owes dinner money for their child, however since becoming part of the Omega Academy Trust, if any 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 incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If parents believe that their children may qualify for entitlement to 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 will help you all we can with your application and funds received will support a Free School Meal and additional funding to support residential visits, trips and other learning support.

**Parent/s must pay in advance** for the school meals by registering on Parentpay and keeping their account in credit.

Children will not be provided with a school meal 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 **1 meal**. However, this debt must be paid the following day and future meals must be paid in advanced before any further meal is provided.

If the debt is not cleared parents must provide a packed lunch. In a case when a debt payment occurs or a packed lunch has not been provided, a member of the administration team will phone the parent to ask them to add credit to their parent pay account or bring a packed lunch to school.

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.

Yours sincerely

Joanne Hewson  
Head Teacher

