



School Breakfast Club No Debt Policy

Approved: July 2025

Next Review: July 2027



Riverside Primary School will endeavour to ensure that all our pupils access a healthy breakfast in line with our Healthy School policy.

We also recognise our commitment to support families and will ensure that although we are adopting a No Debt Policy with regard to Breakfast Club, families are well-informed and supported through the process.

Staff recognise the need to:

- be vigilant where families are having difficulty paying as this is often a symptom of other issues in the life of the family
- ensure families know how to access free school meals where they are eligible
- work in partnership with families to ensure that debts are cleared
- ensure that public funds intended for the delivery of excellent education are not used to pay for school meals

1.0 PROCEDURE

Parents will be taken through a supportive process to recover any debt incurred. This process will include reminders and options that will help you to set up an affordable repayment plan.

Breakfast Club must be paid for in advance of a pupil attending. Breakfast Club is charged at £2.00 per day. Parents will be informed of any price increase in Breakfast Club as soon as possible. Breakfast Club should be paid in advance online (Parentpay). Breakfast Club may be paid for on a daily, weekly, monthly, half termly or termly basis. It will be the parent's responsibility to ensure the outstanding arrears are paid.

When a child is leaving to go on roll at another school, it is imperative for the school office to check the balance of the child's account and refund any credit balances or obtain any debt that is outstanding.



The child may be eligible to receive free Breakfast Club provision if the parent is in receipt of the following:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigrations and Asylum Act 1999
- The Guarantee element of the State Pension Credit
- Child Tax Credit (providing no entitlement to Working Tax Credit) and Working Tax Credit run-on

The child may also be eligible to receive free Breakfast Club provision if they have been targeted to attend a morning Booster club, attend Year 6 Booster Club or attend Year 4 TTRS Booster Club.

Breakfast Club debts that have been accrued prior to the implementation of this policy must be collected immediately (*see Appendices*).

3.0 DEBT PROCEDURES

In collecting any outstanding debts, a step by step process will be followed. The time lapse between the steps will normally be five school days. However, this may vary depending on factors such as the level of debt and the length of the term. The next step will be implemented if the debt has not been repaid or if there has been no contact made with the school.

WEEK 1:

A gentle debt and barcode letter will be sent home requesting all debts are cleared. Parent are also informed their child will not be able to attend Breakfast Club until all debts are cleared.

WEEK 2:

If the debt is still not cleared the school will send home a "payment plan letter". This will request that parents set up a payment plan in order to clear outstanding arrears. (Appendix 2)



PARTNERSHIP LEARNING

RIVERSIDE PRIMARY SCHOOL

Excellence for All



Headteacher: Sarah Kinnaird | Address: Renwick Road, Barking, IG11 0FU | Web: www.riversidecampus.com

Email: primary@riverside.bardaglea.org.uk | Tel: 020 3946 5888

WEEK 3:

If families do not respond to the request for a payment plan then they will be sent an "appointment request" letter asking them to make an appointment to see the Headteacher. At this meeting the unpaid debt will be discussed. (Appendix 2)

WEEK 5:

If families fail to attend the appointment or a resolution is not agreed the debt will be referred to the Governing Body.

WEEK 6:

If families continue to ignore the debt then School Governors will make a decision on the next step to be taken in order to receive payment and at this point they may consider legal advice.



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Appendix 1

Date:

Dear ,

Outstanding Breakfast Club Debt – Payment Plan

I note from our records that we have had no contact with regards to the outstanding debt on your child's ParentPay account. The outstanding balance is £ .

We are happy to arrange for a payment plan to be put in place in order to clear the monies currently owed. Please put a suggested payment plan in writing to the school in order to reduce this debt.

Yours sincerely,

Mrs S Kinnaird
Headteacher



Appendix 2

Date:

Dear ,

Outstanding Breakfast Club Debt

We have written to you previously regarding the outstanding balance on your child's ParentPay account. As yet we have not received payment or a suggested payment plan.

We request that you attend school for a meeting to discuss this further on:

Date:

Time:

Please confirm your attendance at this meeting.

Yours sincerely,

Mrs S Kinnaird
Headteacher