

CATHOLIC PRIMARY SCHOOL



COLLECTION OF SCHOOL MEALS MONEY AND SCHOOL MEALS DEBT POLICY

LCC Adopted

Reviewed: May 2023

To be reviewed: May 2026



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, WRIGHTINGTON.

COLLECTION OF SCHOOL MEALS MONEY AND SCHOOL MEALS DEBT POLICY

Introduction

This policy relates to the collection of school meals money and the approach to be taken in the case of debts arising when parents/carers fail to pay for school meals.

If debts are incurred, then the school budget has to pay for this. As a result, money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/guardians. The governing body see this as unacceptable and request that all parents/guardians give this policy their full support.

Parents/guardians can view this policy on the schools website.

General Principle

- School meals must be paid for in advance via ParentPay. School meals are available to pupils at a cost of £2.40 per day or at no cost to those in receipt of a free school meals or Universal Infant Free School Meals (Reception, Year 1 and 2).
- Payment should be made by via ParentPay.

Free School Meals Entitlement

Pupils will not be provided with a school meal unless it is paid for, or if the pupil is confirmed as entitled to free school meals. If parents/guardians believe that their child(ren) may qualify for entitlement to Free School Meals they should contact the County Council. As this allowance is a statutory right for qualifying pupils it is important that parents/guardians make use of it.

The school is only allowed to provide free school meals to pupils where this is officially approved and the school informed by the Local Authority.

Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons, eg Parents are unable to access the internet to make payment on ParentPay. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

A gentle reminder letter will be sent home after 1 week of accumulated arrears (Appendix 1).

A final letter to the parent/guardian informing them that no meals will be provided for their child(ren) if payment has not been received by a specified date, (ie in accordance with the policy the date when four weeks' arrears have accumulated).

No meals to be provided to pupils when arrears exceed four weeks.

Once the final letter deadline has expired the debt will be passed onto the debt recovery team at Lancashire County Council where legal proceeding may begin.

APPENDIX 1

Address

Date

Dear parent/guardian

Pupil:

Class:

I am writing to remind you that according to our records, you have arrears on your child's dinner money account. The amount showing on Parent Pay is the amount in credit/debit up to the present day only. School dinners cost £12.00 per week and should be paid for in advance.

Our records show that for your child
your debt is (amount)

Class:

at (date)

Please arrange for this to be paid immediately by using ParentPay, our secure online payment system. You can use the login previously provided. Please visit www.parentpay.com

Your username and password are:

User Name

Password:

You can check your account balance at anytime by logging into your ParentPay account. Non-payment for school meals affects the quality of service we are able to offer to the children therefore we need to ensure that all accounts are up-to-date. Once the debt is cleared please ensure the account remains in credit.

If you have any queries regarding these arrears or if you have difficulty making payment please contact the school office to discuss this further.

Yours sincerely

Mrs Baxendale

Headteacher

APPENDIX 2

Address

Date

Dear Parent/Guardian

FINAL DEBT REMINDER

Our records show that you have still not paid dinner money for your child Class:

As at (date) your account is showing a debt of (balance). Please arrange for this money to be paid immediately. Failure to bring your account up to date could result in your child being denied a meal and the school having to proceed with its debt recovery procedures.

Once the debt is cleared please ensure your child's school meal account remains in credit.

To pay the outstanding amount:

Please visit www.parentpay.com and login using your username and password:

User Name Password

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Mrs Baxendale

Headteacher