

Collection of School Meals

Money and School Meals Debt

Policy

“Pay to all what is owed to them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honor to whom honor is owed. Owe no one anything, except to love each other, for the one who loves another has fulfilled the law.”

Romans 13:7-8



'Feeding Hearts and Minds'

The peace, joy and love of Christ is at the heart of all that we do in our school. Through religious education, school policy and, primarily, our culture of prayerfulness, charity and joy, we seek to share the Gospel with our families, our parish, our community and the wider world.

Using the example of Jesus Christ, we cultivate the skills of heart and mind that allow us to develop our talents and take a shared responsibility for ourselves, each other and the world He gave us. We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Our school is animated by love and our shared faith and clear values drive our behaviour and our relationships; we are tolerant and respectful of the unique value of each person. Our individual needs and talents are recognised and nurtured in a warm, inclusive environment where we are able to use our gifts for the glory of God and in loving service of others.

We have excellent role models who empower us to believe in ourselves and provide us with an outstanding education and a wide range of opportunities – our aspirations for the future are high and we believe that through God's grace we can grow, learn and realise our full potential.

INTRODUCTION

This policy concerns 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. Parents/carers will be sent a copy of this policy when their children start at the school.

GENERAL PRINCIPLE

School meals must be paid for in advance. If a pupil is to have meals for the duration of the week monies must be received before the start of that week or if the school is to accept pupils having an occasional meal monies must be received on the day of the meal.

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 / carers. The governing body see this as unacceptable and request that all parents / carers give this policy their full support.

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/carers 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/carers 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 pupils forget their dinner money or are absent on the day it is collected. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

1. A reminder letter will be sent home after 1 week of accumulated arrears (Appendix 1).
2. The parent/carer will be informed in writing when three weeks' arrears have accumulated and advised to make immediate payment (Appendix 2).
3. 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

Date:

Outstanding Dinner Money reminder letter

Child's name:

Dear parent/ guardian

According to our records there is outstanding dinner monies for your child(ren).

Please send in £_____ tomorrow, this is for w/c_____.

If you wish to pay by cheque, please make it payable to LCC.

If you have any queries, please contact the school office.

Regards

Headteacher

APPENDIX 2

Date:

Accumulated Dinner Money Arrears

Child's name:

Dear parent/ guardian

Following the letter dated _____ sent home regarding outstanding school dinner money, our records show that this has not been paid for the period _____ to_____.

To date the amount of arrears is now £_____.

If the debt is not cleared, you must provide a packed lunch for your child(ren). In a case when a debt payment is not received nor a packed lunch provided, we will phone to ask you to come to school with the money or to provide sandwiches before lunch time.

This debt needs to be paid as soon as possible please, cheques are to be made payable to LCC.

If you have any queries and/ or wish to discuss this matter please contact the school office.

Regards

Headteacher

APPENDIX 3

Date:

Non payment of school dinner money arrears.

Child's name:

Dear parent/ guardian

Our records show that you have not cleared the school dinner money arrears for your child(ren) despite previous letters sent home on _____ and _____.

Arrears to date total £_____

In following the school policy on dinner money arrears, a copy of which you were sent when your child started at the school, I must inform you that if payment is not received within 5 working days of the date of this letter, the debt will be referred to the LCC Debt Recovery Team.

I am obliged to warn you that the debt recovery procedure can result in additional costs and potentially a summons to Court.

Until the debt is cleared, you must make alternative arrangements for your child(rens)'s lunch as no meals will be provided in school from _____ (insert date).

Cheques are to be made payable to LCC.

Should you wish to discuss any issue regarding this debt, please contact the school.

Yours Sincerely

Headteacher



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March 2021

The Collection of School Meals Money and School Meals Debt Policy is based on best practice advice from Lancashire County Council.

The implementation of this policy will be monitored by Kelly Hannah in consultation with Louise Forsyth.

This policy will be reviewed as appropriate by the Resources committee on behalf of The Governing Body.

Intended Policy Review Date – March 2024

Approved by: _____ (Headteacher)

Date: _____

Approved by: _____ (Governor)

Date: _____