

Woodmancote School

School Meals Payment Policy

Designated Member of Staff: G Tucker/Finance and Staffing Committee

As from 20/04/2009 Woodmancote School has adopted a strict NO DEBT policy relating to the school meal service.

If 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.

If parents believe that their children may qualify for entitlement to Free School Meals they should contact the office for more details. This allowance is a statutory right and it is important that parents use it if they qualify.

Parent/s must pay in advance for the school lunch using any of the methods of payment outlined below:

- Online using ParentPay

Children will not be provided with a school lunch 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 next day and future meals must be paid in advance before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the head teacher/school administrator will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

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.

Date: March 2009

Review: March 2012

Signed..... (Chair of Finance and Staffing)

APPENDIX 1

Example of follow up letter

Green Park Primary School

Parent or carer of Mark Smith
1 The Court
Green Lane
Newtown
Newshire

01/01/1010

Our records show that you have not paid dinner money for your child Mark Smith Class: 5G

As at 01/01/2010 your account is showing a debt of **£-2.00**

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com NB THIS IS OUR PREFERRED PAYMENT METHOD

Your username and password are:

Username: xxxxxx

Password: yyyyyyy

2. Send in money to school in a marked envelope

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal is £2.00 per day - £10 per week.

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

Yours sincerely

Headteacher

APPENDIX 2

Example of follow up letter

Green Park Primary School

Parent or carer of Mark Smith
1 The Court
Green Lane
Newtown
Newshire

01/01/1010

Our records show that you have not paid dinner money for your child Mark Smith Class: 5G despite a previous written reminder and a telephone call

As at 01/01/2010 your account is showing a debt of **£-2.00**

Please arrange for this money to be paid immediately.
You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com NB THIS IS OUR PREFERRED PAYMENT METHOD
Your username and password are:

Username: xxxxxx

Password: yyyyyyy

2. Send in money to school in a marked envelope

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal is £2.00 per day - £10 per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceeding to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time.

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

Yours sincerely

Headteacher