

Updated November 2022
Review Date November 2023



THE QUEEN ANNE ROYAL FREE CE CONTROLLED FIRST SCHOOL

In our Christian Community we Achieve, Enjoy and Include.

"But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23

School Meal Debt Management Policy

AQA

The school promotes equality and actively challenges all ageist, gender, racist, disablist, homophobic, social and transphobic language and behaviour.

Safeguarding all of our children is at the centre of every aspect of school policy

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This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school meals.

Aims:

- to provide clarity and consistency in the responsibility of parents/guardians to pay for school lunches (not including families in receipt of Free School Meals and Universal Free School Meals).
- to provide clarity and consistency in managing the debt.

At The Queen Anne Royal Free C.E First School:

1. No child will go without a lunch
2. All meals must be paid for in advance in accordance with our debt policy
3. If payment has not been received for **one week**, then reminders are sent to the parents
4. If payment has not been received for **two weeks**, then parents are contacted by telephone or face to face to ask the parents to either bring the money into school or bring packed lunch in before lunchtime
5. If payment has not been received for **three weeks**, then a debt letter is sent stating if the debt is not cleared then the child will not be given the option of a hot meal/ main menu choice. The child will receive a sandwich, piece of fruit and drink or water until the debt is paid in its entirety. Parents/Carers will be asked to attend a meeting with the Head Teacher and School Business Manager.
6. Social Services may be informed that if parents are not carrying out their responsibility of care by not providing food for their children at lunchtime.
7. The school has the authority to reserve the right to begin legal proceedings against parents to recover the debt.

The school will make parents aware of this policy in the following ways:

- All parents will be provided with a copy of the policy when their child joins the school
- A letter to parents providing an update of this policy
- Reminders in the school's newsletter
- The school website
- Emails

To ensure that all parents get the same message in a consistent way, updates will be provided at least once each year, more often when it is first introduced.

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 in the school budget.

Debt Policy Procedures

Level 1 if debt not cleared by end of week 1

Indicator: A child's account goes into debt and is not cleared by the end of the week

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 does this parent normally pay on time, is this just a one off?

Action 1: • Send a debt reminder– Email reminder.

Level 2 if debt not cleared by end of week 2

Indicator: A child remains in debt a packed lunch is not provided

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 2: Personal contact • the parent will be contacted to ask them to either bring the money into school or bring packed lunch in before lunchtime

Level 3 if debt not cleared by end of week 3

Indicator: The parent does not comply with any of these options,

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 3: send debt letter stating if debt is not cleared then the child will not be given the option of a hot meal/ main menu choice. The child will receive a sandwich, piece of fruit and drink or water until the debt is paid in its entirety. Parents/Carers will be asked to attend a meeting with the Head teacher and School Business Manager

Level 4 if debt not cleared by end of week 4

Indicator: The parent consistently does not comply with any of these options,

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 4: Social Services may be informed that if parents are not carrying out their responsibility of care by not providing food for their children at lunchtime.

The school has the authority to reserve the right to begin legal proceedings against parents to recover the debt.