



MELLERS PRIMARY SCHOOL

SCHOOL MEAL DEBT POLICY

JANUARY 2019

Introduction

Mellers Primary School operates a strict NO DEBT policy relating to school meals. All school meals must be paid for in advance before any meal is provided. If debts are incurred then the school budget has to pay for them. This means that public money which should be spent on the children's education is used to pay for debts incurred by parents. This is unacceptable and we request that all parents and carers give their full support to this policy.

Free School Meal Qualification

If parents believe that their children qualify for entitlement to a free school meal the school office will support them in an application to the Pupil benefits department of Nottingham City Council.

Payments for School Meals

Parents and carers must pay in advance for school meals by paying on the School Gateway app or by cash at the school office on a Monday morning for the week ahead.

Pupils will not be provided with a school meal unless it is paid for, except for those who are entitled to a free school meal through the Pupil Benefits department. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of ONE meal, however this must be paid for the next day.

Unpaid School Meals

If the debt is not cleared the parents or carers must provide a packed lunch for their child. In the case of an unpaid debt and a packed lunch not being provided the office will phone the parent or carer to ask them to come to school either to settle the debt or to provide a packed lunch before lunchtime.

If payment of the debt is not received by the next day the Headteacher reserves the right to begin legal proceedings with Nottingham City Council's legal department to recover the debt. The Headteacher may also inform social care that the parent or carer is not carrying out their responsibility of care, in not providing food for their children at lunchtime.

Summary

Mellers Primary School hopes that by implementing this policy we are able to help parents to manage school meal payments better; consequently we will be able to ensure that all public funds received by the school are properly allocated and spent appropriately.

Date of governor approval: 7.2.19

Date of review: