



# Yardley Primary School

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Head Teacher: Ms G Moore

## Dinner Money Debt Policy

From 1<sup>st</sup> January 2017, Yardley Primary School will implement a strict debt policy relating to our 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/carers. Every parent/carer will agree that this is unacceptable and we request that all parents/carers give this policy their full support.

### Free School Meals

If parents/carers believe that their children may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

### Payment for School Meals

Parents/carers must pay in advance for school meals by sending cash or cheque (made payable to Yardley Primary School) in an envelope marked with your child's name, class, amount enclosed and clearly labelled dinner money. Meals can be paid for weekly on a Monday morning or in advance, monthly, half termly or termly.

### When Payment for school meals has not been received

We cannot allow dinner money debts to accumulate above one week and therefore expect that parents owing more than this to provide a packed lunch or collect their child for the lunchtime break. If the weekly payment for school meals is not received by Friday of that week a letter /text will be sent to parents to inform them that meals will be suspended until the debt is cleared and that they must provide a packed lunch or collect their child for the lunchtime break.

### Consequences of Non Payment for School Meals

If payment of the debt is not received within seven days, the Head Teacher will refer the debt to the Governing Body at Yardley Primary School who then reserves the right to refer the debt to Birmingham City Council Debt Recovery Agency. If either dinner money debt or a packed lunch are not sent into school parents/carers/authorised contacts will be contacted to request that a lunch be bought into school or that the child be taken home for lunch. Social Care and Health Services may also be informed that these parents/carers are not carrying out the responsibility of care in not providing food for their children at lunchtime. It is not the responsibility of the School to provide a lunch for pupils. It is the responsibility of the parents/carers to provide a meal; either a school lunch or a packed lunch from home.

We hope that by implementing this Debt Policy:

- We are able to ensure parents/carers manage school dinner money effectively.
- We reduce the administration time and costs involved chasing dinner money debts.
- And at the same time ensure that all monies for children's teaching and learning is available for that purpose

January 2017

