



West Winch Primary School

School Meals Debt Recovery Policy 2019

*For procedures relating to other forms of school debt, please see the **Debt Recovery Policy**.*

The purpose of this School Meals Debt Recovery Policy is to clarify and ensure a consistent and fair approach to any debt accrued by parents or carers for school meals - and explain how West Winch Primary School will pursue instances of non-payment. Outstanding school meal debt has a significant effect on our main school budget, as this is the only funding source available to cover non-payment by parents and carers, which directly reduces the amount of money that is available to provide education for all pupils.

The aim of this policy is to:

- To outline the procedures at West Winch Primary School regarding the collection of school payments for school meals and the collection of debt accrued by non-payment.
- To work with parents to provide a flexible and fair approach to school meal payments.

We understand that there may be unforeseen circumstances that result in payment arrears, however in order to apply this policy fairly and transparently the following procedure will be adopted for all non-payment:

Week 1

If your child has a school meal that has not been paid for we will text you the amount owing as a reminder to pay it on the following Monday.

Week 2

If payment has not been received by the end of the week we will send a standard letter (see appendix 1).

Week 3

If payment is not received by the end of the week we will send another letter outlining the school's intention to pursue the debt through the small claims court (see appendix 2).

Week 4

The debt will be pursued through the small claims court.

If you are experiencing financial difficulties please contact the main school office as soon as possible, so that we can work together to reach a mutually acceptable agreement to make the necessary payment.

The Headteacher will provide the Governing Body with details of any outstanding dinner money debt. It is the Governing Body's responsibility to ensure that this policy is applied fairly and consistently to ensure

that the school budget is used to provide for children's learning and not to pay costs incurred by non-payment of school dinners.

Adopted: Spring 2019

Review: Spring 2020

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Heather Habbin - Chair of Governing Body

WEST WINCH PRIMARY SCHOOL

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Dear X,

School Meals provided to (Pupil Name)

According to the school's financial records you have not paid dinner money for your child (pupil name) in Year X. As at (date) your account is showing a debt of £X. In order that the school's budget is not used to clear your school meals debt, please make arrangements for the outstanding dinner money debt to be paid immediately.

Once you have cleared the current debt, I would be grateful if you could ensure that you keep your account in credit.

The current cost of a school meal is £2.20 per day or £11.00 per week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

Mr M Oldridge
Headteacher



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Dear X,

School Meals provided to (Pupil Name)

Following on from our letter dated (date), according to the school's financial records you have still not paid dinner money for your child (pupil name) in Year X. As at (date) your account is now showing a debt of £X.

In order that the school's budget is not used to clear your school meals debt, please make arrangements for the outstanding dinner money debt to be paid immediately. If your outstanding balance is not paid by (date) then the school will follow the enclosed School Meals Debt Recovery Policy and pursue your debt through the small claims court.

Once you have cleared the current debt I would be grateful if you could ensure that you keep your account in credit.

The current cost of a school meal is £2.20 per day or £11.00 per week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

Mr M Oldridge
Headteacher

