Dinner Payment Debt Policy

St Mary of the Angels Catholic Primary School has a **no debt** policy relating to school dinners.

The Governing body is responsible for ensuring that procedures are in place for the recovery of outstanding dinner money.

If debts are incurred, then the school has to pay for them. This means that the 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 give this policy their full support.

Children will not be provided with a school dinner unless it is paid for, except for those that are entitled to free school meals.

If parents believe that their child may be eligible for free school meals, please contact Walsall Free School Meals: walsall.gov.uk - Application for free school meals, or contact the school office for a paper form.

This allowance is a statutory right and it is important that you use it if you are eligible. We will help you all we can with your application. If your child is entitled to free school meals, this also enables the school to access pupil premium funding.

Parents must pay at least **48 hours in advance** for school dinners. This is payable through the school gateway app. **The cost is £2.60 per day (£13.00 per week).**

If you have not paid for your child's school dinner, you will be contacted by the office via a text message or phone call to provide a packed lunch for your child.

If a parent genuinely forgets to pay in advance, the school will grant a debt allowance of one dinner. However, this debt must be paid for as soon as possible and future dinners must be paid for in advance before any dinner is provided.

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. If a family continues to need additional support, then a referral to education, welfare or social care will be made on their behalf.

The debt procedure will be straightforward, fair and just for all families. We hope that by implementing this policy, we are able to help parents manage school dinner money more effectively, whilst at the same time ensuring that all monies available are used to enhance our children's learning.

If any further details are required please contact the school office.

Signed on behalf of School Governors.

Mrs N Hill
Headteacher

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