



Sandy Lane Primary School

Sandy Lane Primary School

Policies

Lunch Debt Policy		
Type of policy	Other	
Policy owner	SBM	
Committee reviewing policy		
Date last reviewed	January 2020	
Date of next review	September 2021	
On school website	Yes	
Change Control between reviews		
Date	Owner	Changes made
Jan 2020	SBM	Catering company name changed from ISS to Harrison Removal of MacDonalds Change in wording to no 3 to reflect what actually happens No 5 – removed section re “no longer eligible for free school meals” as this has changed due to Universal Credits No 7 – change to wording to reflect current procedure No 11 – removed lunch debt totals are reported to Resources committee

School Meals Debt Policy and Procedure

Sandy Lane has a large amount of lunch debt which it is the responsibility of the school to chase. If the debt is not paid, the catering company will invoice the school for the debt remaining and this money will come from school funds that should be used for our children's education. Chasing debt also diverts a lot of office staff time away from contributing to the smooth running of the school and assisting children, staff and parents.

1. School meals should be paid for in advance. Parents are asked to sign up to the online payments system as this allows them to track the money paid and the meals their child has had.
2. We prefer payments online, but cash or cheques for meals must be handed in to school either via class or the office in a named sealed envelope which includes child's name and class and the amount enclosed. Cheques should be made payable to Harrison Catering Services Ltd.
3. No change is available from the office for school meals as all money goes directly to the catering company once entered on the system for them to enter on their system.
4. Children in Year R, Year 1 and Year 2 all receive a free school meal under the Universal Infant Free School Meal initiative. (UIFSM).
5. Parents receiving certain benefits can apply for Pupil Premium and we strongly encourage parents to check their eligibility regardless of the year their child is in. Pupil Premium eligibility triggers free school meals for children in Years 3-6, additional support in school, funding for school trips, music instrument hire and help with school uniform purchase for all eligible children in any year group. If parents think they may be eligible, contact Miss Day in the office for a form or go to <http://www.bracknell-forest.gov.uk/freeschoolmeals>
6. Individual debt letters and statements are issued regularly when the account goes into debt. Parents should check their statement carefully and raise any queries with the school in a timely fashion. An online account makes this easier.
7. Accounts are monitored and maybe placed on hold if money is owed and **Children will only be able to order a jacket potato**. Office staff will attempt to ring home to ask for money to be paid or a packed lunch to be brought in.
8. If the account debt is not subsequently cleared, and money is not brought in, we will ask parents to provide a packed lunch until the debt is cleared. We may be able to set up an instalment plan so that the debt can be cleared over a period of time.
9. If parents do not provide a packed lunch, Social Services may be informed that these parents are not carrying out the responsibility of care by not providing food for their child.

10. If payment of the debt is not received, the Head Teacher reserves the right to begin legal proceedings against parents to recover the debt.
11. Lunch debt totals are reported to Governor's periodically.