



Stonelow Junior School Dinner Money Policy

Date	Review	Responsible	Named Governor
March 2022	Jan 2024	Headteacher	Vanessa Siddall
January 2024	January 2026	Headteacher	Vanessa Siddall
March 2025	March 2026	Headteacher	Vanessa Siddall

Background

The Stonelow Junior School Dinner Money Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children take school dinners. As the Local Education Authority is no longer accountable for the administration of dinner money debt the responsibility now falls on the school to pursue instances of non-payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

Provision of School Meals

The Schools Meals Service is no different to any other business in that meals have to be paid for by someone. Free School Meals are available for parents who meet certain criteria including the receipt of state benefits. Anyone who may qualify for Free School Meals should contact the school office for further information. Free School Meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so that they can receive a School meal each day.

Information on the entitlement to free school meals and an application form can be found on the Derbyshire County Council's website.

If a child's entitlement to free school meals expires or the parents/ carers personal circumstances change the parent/carers must provide a packed lunch or send payment in advance for a school dinner.

Cost of School Meals

School meals are available to children at a cost of £3.25 per day or at no cost to those in receipt of Free School Meals entitlement. Any revision to the school meal prices will be notified to parents/carers the term prior to the new charge taking effect.

Payment for School Meals

Payments are to be made via Parentpay. ~~Cheques and Cash can still be accepted in difficult circumstances [cheques to be made payable to Derbyshire County Council]~~

Management of School Meal Debts

To ensure that the School's budget is not adversely affected by the cost of School meal debt the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number. The implementation of this policy is outlined below. The policy is also on our school website.

Debt policy implementation

Key Information

1. All parents are provided with a copy of the debt policy when their child joins the school.
2. All school lunches must be paid for in advance.
3. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch

Level 1

Indicator: A child's account goes into £10 debt

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 does this parent normally pay on time, is this just a one off?

Action 1: send a 'Gentle debt reminder' Appendix 2

This letter is already set up for you to use in ParentPay. Run it instantly in Pupils>Mail Merge. A school dinner will still be provided for the pupil.

Level 2

Indicator: A child's account goes into £30 debt

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 2: Personal contact

School will phone the parent to ask them to either bring money or pay online and send letter [Appendix 1]. If this is not done then parents will be expected to provide sandwiches until the debt is paid. No school dinner will be provided until this is done. An agreed payment plan can be put in place in agreement with the school until this debt is paid.

Level 3

Indicator: The parent does not comply with any of these options,

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been credited?

Check 3 has this parent made contact?

Action 3: send Strong debt letter Appendix 3

The head teacher will send a final letter [Appendix 2] This too is setup in ParentPay.

External agencies involved / Secondary school informed. Legal proceedings may be triggered.

Monitoring and Recovery of School Meal Debts

At each meeting of the Governing Body, the Head Teacher will provide Governors with details of any outstanding dinner money debt and the current position with regard to such debt. The aim of the School's dinner money policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does however, reserve the right to begin legal proceedings to recover outstanding school meal debts and inform the local authority that a child is not being provided with a suitable meal at lunch time.

All Write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.

Appendix 1

Date: XX/XX/XX

Dear xxx

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 Class: xx. As at xx/xx/xx your account is showing a debt of £xx. In order that the school's budget is not used to clear your child's debt please make arrangements for the outstanding dinner money debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of a school meal is £3.25 per day or £16.25 per week.

Please pay using the secure online payment system ParentPay, using the login already provided – this is our preferred method of payment. You can also send in money to school in a marked envelope.

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

If you think you may qualify for Free School Meals, please contact the school office for further information. Remember that Free School Meals are a statutory right and it is important that you use it if you qualify, your child will then receive a School meal each day. Additional information and an application form can be found on the Derbyshire County Council's website or in the school office if you do not have access to the Internet:

http://www.derbyshire.gov.uk/education/schools/your_child_at_school/meals/school_meals/default.asp?VD=freeschoolmeals

If this debt is not cleared the school will not provide a school meal and you should send your child with a packed lunch.

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

Head Teacher

Appendix 2

Date: XX/XX/XX

Dear xxx

School Meals provided to (Pupil Name)

I am writing regarding the current level of outstanding school meal debt that is showing on your account. Despite previous correspondences and messages the debt for your child xx in Class xx is still outstanding. The School's records show that as at xx/xx/xx your account is £x in debt. The current cost of a school meal is £3.25 per day or £16.25 per week.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

If you think you may qualify for Free School Meals, please contact the school office for further information. **Remember that Free School Meals are a statutory right and it is important that you use it if you qualify, your child will then receive a School meal each day.** Additional information and an application form can be found on the Derbyshire County Council's website or in the school office if you do not have access to the Internet: http://www.derbyshire.gov.uk/education/schools/your_child_at_school/meals/school_meals/default.asp?VD=freeschoolmeals

Since the School has to fund all school meal debts from its budget it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx a school meal will no longer be provided to your child and you must make your own arrangements for your child's lunch. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the local authority that your child is not being provided with a suitable meal at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Head Teacher