



SCHOOL MEAL DEBT POLICY

Potten End Church of England (VC) Primary School

Policy Review

This policy was agreed by the Governing Board on.....22/11/18.....

It is due for review on.....July 2021.....

Signature Date

Head Teacher

Signature Date

Chair of Governors



School Meals Debt Policy

With effect from 1 September 2012, Potten End C of E Primary School became responsible for any unpaid school meal debts owed to Herts Catering Limited. This money must be paid from the general school budget and therefore reducing money available for other, vital, school expenditure. This policy is designed to keep such costs at nil, wherever possible.

By requesting paid school meals, parents are entering into an agreement to meet the cost of this provision. Parents and Children must commit to a half termly pattern of meal provision.

Free School Meals are available for all those children whose parents are on a range of benefits. This is a statutory entitlement and this funding is beneficial not only to children and their families but also provides extra funding to the school. The school will encourage families on qualifying benefits to apply for Free School Meals. If a child qualifies for benefit related Free School Meals, advice of how to claim, can be sought from the school office.

Meals must be paid for, in advance, via WisePay. If it is necessary to pay by cheque or cash, this must be sent into school (cheques made payable to HCL) in a marked envelope via children's' book bags.

To assist in keeping this debt to an absolute minimum:

- The school agrees to send out an e-mail message via WisePay, each Friday, to parents, to highlight any debt over £12.00 (the cost of one week's meals). This amount will increase in line with new meal charges. The expectation is that this outstanding amount will be paid, in full, prior to the following Monday morning.



Potten End Church of England (VC) Primary School

- The school agrees to send out a second reminder e-mail message via WisePay, each Tuesday, if any of these debts remain unpaid.
- A third and final e-mail via WisePay, will be sent the following Friday, requesting that a packed lunch be provided from the subsequent Monday, if the debt remains unpaid over the weekend.
- If, following the third e-mail, a debt remains outstanding and a packed lunch is not provided, the school will telephone the parent before 10.30am to request payment, provision of a packed lunch or arrangements to take their child home for lunch.

If a debt remains unpaid at the end of a school term, Herts Catering Limited will charge the debt to school and collect this via Direct Debit.