

THONGSLEY FIELDS PRIMARY AND NURSERY SCHOOL

School Meals Debt Policy

Introduction

This policy has been written to help the school to adopt a consistent approach to debt. It provides clarity and consistency in managing debt and will also help parents clearly understand what is expected of them.

As the school is invoiced for meals taken, it is essential that sufficient funds are credited for these meals into the central account, through the cash and cheque deposit process. If there are insufficient funds then the school has to cover the shortfall from the budget.

This policy will be publicised to parents by:

- A letter to parents and inclusion in the school's welcome pack
- The school's newsletter
- The school website

This will ensure that all parents get the same message in a consistent way.

Debt policy implementation

Key Information

1. All parents are provided with a copy of the debt policy when their child joins the school. (Appendix 1)
2. All school lunches must be paid for in advance
3. No child should be sent to school with no money in their account and expect to be given a meal
4. 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 debt

Check 1:

Is this a FSM child are the dates correct?

Check 2:

Is there a possibility that payments have not been credited check with class teacher

Check 3:

Does this parent normally pay on time is this just a one off?

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

Level 2

Indicator: A child comes to school again without the debt being paid or a packed lunch.

Check 1:

Is this a FSM child are the dates correct?

Check 2:

Is there a possibility that payments have not been credited check with class teacher

Check 3:

Has this parent made contact?

Action 2: Personal contact

A member of office staff will phone the parent to ask them to either bring money or pay online or bring sandwiches to school before lunchtime or arrange to take their child home at lunchtime.

Level 3

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

Check 1:

Is this a FSM child are the dates correct?

Check 2:

Is there a possibility that payments have not been credited check with class teacher

Check 3:

Has this parent made contact?

Action 3: send Strong debt letter Appendix 3

Level 4

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

Check 1:

Is this a FSM child are the dates correct?

Check 2:

Is there a possibility that payments have not been credited check with class teacher

Check 3

Has this parent made contact?

Action 4: bring in outside agencies

Debt recovery agency, small claims court, social services

Agreed and adopted by the Full Governing Body on 5th October 2015.

