



# School Meals Debt Policy

Issue: 2

Date Adopted: 03/23

Due for Review: 03/25

Full copies of our policies and procedures can be found on our website or are available from the office [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)



Email: [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) and Website: [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk) **Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.**

## **Newton Burgoland Primary School - School Meals Debt Policy**

Newton Burgoland Primary School has a strict **NO DEBT** policy relating to the school meal service. This policy has been recommended by School Food Support Services for all schools using their meal service. A copy of this policy is available on our website & from the office.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on our children's education is used to pay for debts incurred by parents, this is unacceptable.

### **Parents must book and pay, in advance, for school meals online – see below**

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

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid before the next day and future meals must be paid in advanced before any meal is provided.

#### **What will happen if a debt occurs: -**

- Parents will receive a text/email from SchoolMoney and/or Teachers2Parents informing them of the debt, which must be paid before the next day

#### **If payment of the debt is not received: -**

- Parents must either provide a packed lunch or take the child home for lunch
- A copy of this Debt Policy will be sent home with a covering letter inviting parents to meet with the Headteacher, school may also contact parents by telephone
- Text/email reminders will continue to be sent until the debt is cleared
- Parents may be invoiced for the outstanding amount
- If necessary Social Services will be informed that parents are not carrying out their responsibility of care by not providing food for their children at lunchtime

**The Head Teacher reserves the right to begin legal proceedings against parents to recover the debt.**

If parents believe that their child(ren) may qualify for entitlement to Free School Meals they should contact the office, in confidence, for more details. This allowance is a statutory right. We will help you all we can with your application.

**All dinners are booked and paid, in advance, through SchoolMoney: -**

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>

Login details – you will need: -

- Your mobile number
- Your email address
- Password from SchoolMoney
- Your child's first name

Any problems please contact the office by email, you can also request a password reminder – [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)