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**Aim High....Fly High**

Dear Parents/Carers

School Meals Debt Recovery Policy

Due to an increase in the number of school meals that are not being paid for, the governing body has adopted a debt recovery policy.

We hope that all parents will give this policy their full support. As we all know, nobody takes their child to restaurants and expects them to be given a meal without paying; the same applies at school.

If you believe that you may be entitled to Free School Meals, please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you with your application.

All pupils in Reception and Key Stage 1 are entitled to receive Universal Infant Free School Meals.

**Therefore, this policy relates to pupils in Key Stage 2 (Years 3, 4, 5, 6) whose parents pay for school meals.**

We wish to avoid a situation which allows parents to accrue large amounts of debt for school meals which they then find difficult to clear. If you are experiencing financial hardship, do please come and talk to us.

School meals must be paid for in advance using [www.parentpay.com](http://www.parentpay.com)

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

If the debt is not cleared, parents must provide a packed lunch. In a case when debt payment is not received nor a packed lunch provided, the office will email the parent to ask them to pay online or provide a packed lunch before lunchtime. The school reserves the right to bring legal proceedings to recover the debt.

By implementing this policy, we are aiming to help parents limit unmanageable dinner money debt; limit the time staff spend contacting parents about dinner money debt and ensure that money given to the school for educational purposes is spent in the correct way.

Yours sincerely

Suzanne Blackburne-Maze

Headteacher

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