



# Padfield Community Primary School

## Dinner Money Policy

Version History		
Version	Date	Detail
1.1	16.11.2021	Approved by Governors
1.2	15.11.2022	Approved by Governors
1.3	14.11.2023	Approved by Governors
1.4	08.10.2024	Approved by Governors

## **Background**

The Padfield Community Primary School Debt 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:

[http://www.derbyshire.gov.uk/education/schools/your\\_child\\_at\\_school/meals/school\\_meals/default.asp?VD=freeschoolmeals](http://www.derbyshire.gov.uk/education/schools/your_child_at_school/meals/school_meals/default.asp?VD=freeschoolmeals)

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

## **Cost of School Meals**

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

Schools meals are free to all Infant Children under the UIFSM scheme funded by the Government.

## **Payment for School Meals**

School Meals should be paid for on a Monday morning via ParentPay. The School must ensure that all dinner money is collected in accordance with the School's Financial Regulations which are periodically inspected by audit.

*Please check with your insurance re limits held in school.*

## **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.

If a child arrives at school without a packed lunch or payment, or if a child's entitlement to free school dinners has ceased, the School will telephone/text the parent/carer in the first instance to establish if alternative arrangements have been made.

When a parent/carer has not paid dinner money via ParentPay; the school may allow a meal to be provided where it is felt that this is a temporary situation. e.g. Forgetting to pay on ParentPay, temporary hardship etc. Details are maintained on ParentPay and monitored.

If a child takes a school meal which has not been paid for, an email detailing how much is owed will be sent to the parent/carer on Friday of that week requesting payment directly to the school within 7 days. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require meals, the School must establish if the child is entitled to free school meals, or if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to apply for free school meals or speak confidentially to the Head Teacher.

When the debt exceeds £16.25 for a *child or family* a friendly email (*Example email 1*) will be sent to the parent/carer informing them to log onto ParentPay and pay the outstanding amount. If the parent/carer does not make the payment, the School will provide a basic school meal.

If the debt exceeds **£40** for a family and/or action proves unsuccessful in securing dinner money arrears, the School will formally write to the parent/carer, explaining that the School is not obliged to provide a school

dinner where advance payment is not forthcoming or where authorisation for free school dinners has not been received (*Example letter 2*).

### **Monitoring and Recovery of School Meal Debts**

At each meeting of the Governing Body/Resource Committee, 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.

### Example Email 1

Good afternoon xxxx,

This is a friendly reminder to ask that you log onto ParentPay to pay the outstanding £xxx for xxxx's School Dinners this week.

Many thanks and kind regards,

Mrs Billing

### Example Letter 2

Dear xxx

#### **School Meals provided to (Pupil Name)**

According to the School's financial records you have not paid dinner money on ParentPay 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 £x per day or £x per week.

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

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