



Primary School & Nursery
Making A Difference

**BOROUGHBRIDGE PRIMARY SCHOOL & NURSERY MEALS DEBT POLICY AND PROCEDURE
DECEMBER 2015**

As from December 2015, Boroughbridge Primary School will adopt a clear 'no debt' policy relating to the school meals service, Nursery sessions and Breakfast Club sessions.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If parents believe that their child(ren) may qualify for entitlement 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. Boroughbridge Primary School will help you all we can with your application.

Parent/s must **pay in advance** for the school meal using Parent Pay. This system allows you to make payments at any time of day using this secure website. For those parent/s unable to use this system a Paypoint card can be requested enabling you to make cash/cheque payments at local retailers. This card can be provided through the school office.

- Children will not be provided with a school meal unless it is paid for or unless a parent genuinely forgets to pay in advance or a child's packed lunch is spoilt due to accident. The school will allow a debt allowance of 1 meal; however the debt must be paid the next day.
- If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch returning the child by 12.50 p.m. in time for the afternoon session. In cases where a debt payment is not received nor a packed lunch provided, the school will contact the parent to ask them to come to school with a packed lunch or collect their child to provide a lunch at home.
- Children booked into **Nursery and/or Breakfast Club** should have enough credit in their account to pay for the session. If a child has no credit left on their account the school will contact the child's parent and request that they be collected from the club and they will not be able to access the club in the future.
- In the event that a debt increases and no payments are made the head teacher reserves the right to refer the debt to the 'Children & Young People's Service' who will start proceedings to recover the debt. Social Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy parents will understand that meals, Nursery Sessions and Breakfast Club must be paid for in advance and help us to ensure that all money that is for children's learning is available.

Yours sincerely

Gail Lee
Headteacher

