

**SPRINGVALE PRIMARY
SCHOOL**

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Dear Parents /Carers,

SCHOOL MEALS DEBT POLICY

With effect from 1st November 2020, we will be following Springvale Primary School's policy relating to the school meals service – please see the summary of this policy below. From this date all school meals must be paid for in advance and we will be implementing **a maximum arrears level of £20 per child.**

Outstanding dinner monies have to be funded from the school budget. Therefore, money which should be spent on your child/ren's education is used to pay for debts incurred by parents/carers. We hope you agree that this is not acceptable, and we request that you give this policy your full support.

It is our hope that by implementing this debt policy, we are ensuring that the entire school budget is available for your child/ren's education.

School Meals Debt Policy:

- Parents must **pay in advance** for school meals by logging onto their SchoolMoney account. If you are having problems logging into your child's account please contact the school office.
- Children will be provided with school lunches up to maximum arrears level of £20 per child. At the end of the school week, a reminder link will be issued to notify the parent/carer of any outstanding monies. If debts of £20 or above are not cleared, parents/carers must provide a packed lunch.
- When payment for debts of £20 is not received, you will receive a letter from the school office to chase this debt.
- For ongoing debts Springvale Primary School reserves the right to begin legal proceedings to recover the debt.
- Parents/carers have a duty of care to provide a lunch time meal for their child. The school would be concerned by consistent failure to provide a meal and would have to consider whether a referral to the Education Welfare Officer was necessary.
- **This policy will come into effect from 1st November 2020. Going forward, please always ensure that any outstanding arrears are paid before the end of each school year and that from the beginning of each school year this policy is adhered to and your child/ren's dinners are paid for in advance.**
- Springvale School will work with any families experiencing difficulties and will provide support where needed. If you think that your child/ren may qualify for Free School Meals, please contact the school office for more details. This is a statutory right and the school would recommend that parents access this provision if they qualify. F2 to Y2 will get universal infant free school meals automatically.

If you have any concerns please don't hesitate to contact me.

Yours sincerely

Mr McClure
Head Teacher