



ST. JOSEPH'S
CATHOLIC PRIMARY AND NURSERY SCHOOL
LEARNING TO LOVE, LOVING TO LEARN

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL SCHOOL MEALS DEBT POLICY – INFORMATION FOR PARENTS

St Joseph's Catholic Primary School has adopted a strict NO DEBT policy relating to the school meal service, currently provided by the company Edward and Wards.

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.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please request a Wandsworth Council Application Form – Pupil Premium and Free School Meals from the School Office. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application at the school office, if needed.

Parent/s must pay in advance for their child's school lunch using any of the methods of payment outlined below:

- Online using Parentmail. THIS IS OUR PREFERRED METHOD.
- OR
- Provide cash to the school office in a clearly marked envelope.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals or universal free school meals (UFSM). Reception, Year 1 and Year 2 children are entitled to a UFSM. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of £20.00. However this debt must be paid within 14 days and future meals must be paid in advanced before any meal is provided. If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the head teacher will ask the school office to phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch. If payment of the debt is not received within 28 days, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available. If you have any concerns please don't hesitate in contacting the school.



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Please see:

Letter 1 – Sent after 14 days of non-payment of school dinners.

Letter 2 – Sent after Letter 1 and no longer than 28 days after non-payment of school dinners.

POLICY REVIEW TERM: ANNUAL

Policy reviewed: April 2018

Next review: April 2019



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Letter 1

St Joseph's Catholic Primary School

Parent or carer of *(child's name)*

(Date)

Our records show that you have not paid dinner money for your child *(name)* in *(class)*.
As at *(date)* your account is showing a debt of (£....) Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. Online using Parentmail. THIS IS OUR PREFERRED METHOD.
- OR
2. Provide cash to the school office in a clearly marked envelope.

No matter how you pay you can check your account balance at anytime by logging into your Parentmail account. You can see what meals have been taken and when. The cost of a school meal from 1 April 2018 is £2.20 per day - £11.00 per week.

If you have any queries regarding these arrears or Parentmail login/access problems please contact the school office immediately.

Yours sincerely

Miss Cashier
Headteacher



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Letter 2

St Joseph's Catholic Primary School

Parent or carer of *(child's name)*

(Date)

Our records show that you have not paid dinner money for your child *(name)* in *(class)* **despite a previous written reminder and a telephone call**. As at *(date)* your account is showing a debt of (£....) Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. Online using Parentmail. THIS IS OUR PREFERRED METHOD.
- OR
2. Provide cash to the school office in a clearly marked envelope.

No matter how you pay you can check your account balance at anytime by logging into your Parentmail account. You can see what meals have been taken and when. The cost of a school meal from 1 April 2018 is £2.20 per day - £11.00 per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch. The school reserves the right to begin legal proceeding to recover the debt. If you have any queries regarding these arrears, please contact the school office immediately.

If you have any queries regarding these arrears or Parentmail login/access problems please contact the school office immediately.

Yours sincerely

Miss Cashier
Headteacher