



MANOR JUNIOR SCHOOL
Motivation, Joy, Success!

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Headteacher: Mrs C. D'Netto

Debt Policy

Autumn 2017

Ratified and agreed on: _____

Signed: _____

Mrs C. D'Netto
(Headteacher)

10.01.2018

Date: _____

Policy to be next reviewed: Summer Term 2020 _____

Autumn Term 2017

Manor Junior School

Autumn 2017

Debt Policy for school meals

As from 29 November 2017 Manor Junior School has adopted a strict Debt Policy relating to the school meal service.

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 parent/carers. Every parent/carer will agree that this is unacceptable and we request that all parent/carer give this policy their full support.

If parent/carers believe that their child(ren) may qualify for entitlement to Free School Meals, then they must complete the online application form which is available on Barking and Dagenham's website. The link for the online application is <https://www.lbbd.gov.uk/residents/schools-and-learning/school-meals/healthy-school-meals/>

This allowance is a statutory right and it is important that parent/carers use this should they qualify.

Parent/carers must pay in advance for the school lunch using the Parent Pay system.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. The school will allow a period of one day's grace. This is an allowance of £2.10. However this debt **must be paid the next day** and future meals must be paid for in advance 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 pack lunch provided, the School Business Manager will phone the parent to make arrangements for the child to be taken home for lunch.

Review:

This policy will be reviewed every 3 years.



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Protocols for School Meal Account

The following protocol guides the schools operation in relation to dinner money accounts:

- The office will check pupil accounts to ascertain whether they are in credit or debit every morning.
- Parent/carers are contacted if their child(ren) has chosen to be a school meal and there are insufficient funds or if the account is in debt. They are then requested to top up the account immediately, bring in a packed lunch or take the child home for lunch.
- If pupils do not have sufficient funds, **ONE LUNCH (£2.10¹)** will be given for the first day and the debt of £2.10 added to the account.
- Paying online via the Parent Pay portal or a Pay Point using a debit card is the quickest and easiest method. The payment updates the account immediately.
- Pay Point payments made by cash can take up to 48 hours to register on the system so please ensure you allow plenty of time when topping up your child(ren)'s account.
- If you are entitled to Free School meals you need not do anything. The Borough will automatically top up your account each day.

If you require any further information please do not hesitate in contacting the school office for further information.

¹ Amount will vary in line with cost of school meals