



Dinner Debit Policy

Policy Monitoring, Evaluation and Review

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Version	Date	Author	Summary of Changes:
V0.2	04.09.18	CM	Updated with new TMET logo

DINNER DEBT POLICY

Knighton Fields Primary Academy has adopted a strict **NO DEBT** policy relating to the school meal service so as to avoid parents accumulating unmanageable debts.

If debts are incurred, then the academy 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/carers. Every parent/carer will agree that this is unacceptable and we appreciate parents giving this policy their full support.

No parent/carer would take their child to a restaurant and expect them to be given food without paying; the same applies at school. If parents/carers believe that their child 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. We will help you all we can with your application.

To ensure the smooth running of arranging school dinners and subsequent payments the school has set out what is expected of the parents/carers.

Parents/carers must pay in advance for the school lunch using any of the methods of payment outlined below:

- **Send cash** – in a marked envelope with child's full name on
- **Send a cheque** – payable to 'Knighton Fields Primary Academy' in a marked envelope with the child's full name written on the reverse of the cheque
- **Price of school dinners** – currently £8.75 weekly / Daily rate £1.75. Our academy has set the price of meals to be in line with those provided by the Local Authority. If any changes in rate were to occur, we would inform parents beforehand.
- **Payments must be in advance of school dinners being provided** – but if for some unavoidable reason this is not possible, please contact the school office. If a child is absent e.g. through illness for a period when dinner money has been paid, a credit will be carried forward for when the child returns to school dinners
- We ask that parents order school dinners for a full week as we do not have the facility to offer hot meals on an irregular basis.
- **Collection day for dinner money is at the beginning of the week on a MONDAY** (or the first day of the school week) – this must be adhered to, to ensure the remainder of the week is not disrupted by late payments. It is important that dinner money collection should be restricted to a particular day and paid for in advance as it assists with the financial book keeping of the academy and ensures the kitchen staff are aware in advance of the correct amount of school dinners
- **Parents/carers who do not wish their child to have a school lunch** should provide a healthy packed lunch.

Debt Procedures

If the debt is not cleared, parents/carers must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the school office will phone the parent/carer to ask them to come to school with the money to pay immediately. Otherwise they must provide sandwiches before lunch time.

If a substantial debt is accumulated, the Principal reserves the right to begin legal proceedings against parents to recover the debt. Due to the academy buying in school dinners, this debt is owed to an external company and must be accounted for.

We hope that by implementing this debt policy we are able to help parents/carers manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

If the system is operated as instructed i.e. payments in advance then there should be no arrears – except in an emergency situation.