

DEBT POLICY AND PROCEDURE FOR SPOFFOTH SCHOOL

March 2018

As from April 2018, The Federation of Follifoot & Spofforth CE Primary Schools will adopt a clear 'no debt' policy relating to all 'paid for' services including; the school meals service, Breakfast Club sessions and extra-curricular clubs and activities.

This policy and procedures do not relate to voluntary contributions which the schools may request from time to time to support educational activities such as school trips. We will however make clear in relation to school trips and other similar activities that if we are unable to collect enough voluntary contributions these events may not always be able to go ahead as planned.

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. Both schools will help you all we can with your application.

Parent/s must **pay in advance** for the school meal using the respective school payment systems. 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 using **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 may contact the child's parent and request that they be collected from the club.
- 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, extra curricular clubs 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

Mr P Griffiths Head Teacher