

ROCKMOUNT PRIMARY SCHOOL
Dinner Money Debt Recovery Policy: February 2024
Review: February 2025

Dinner Money Debt Policy

Children in the Foundation Stage and Key Stages 1 and 2 all receive Universal Infant Free School Meals. This is to continue until July 2025 at which time, it will be reviewed by the Mayor of London.

This policy concerns the collection of outstanding school meals income and the approach to be taken in the case of debts arising when parents/carers have failed to pay for school meals. It has been compiled recognising the difficulties placed on the school in balancing the social wellbeing of pupils with the responsibility of managing the school budget.

With immediate effect, Rockmount School will adopt a strict NO DEBT policy in relation to school meals. Money owed affects the schools' overall budget and must be settled promptly.

If dinner money debts are incurred, then the school budget has to cover this. This means that money which should be spent on all the children's education is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

If a parent/carer believes that their child may qualify for entitlement to Free School Meals, they should contact the School Office for more details on how to apply. This is a different entitlement to the Universal Free School Meals. This allowance is a statutory right and it is important that you use it if you qualify. We will help you with your application.

Any non-paying parents will be contacted by telephone or text message after 3 days of accumulated arrears requesting the full payment to be made to the school office by that afternoon or following morning.

A further telephone call will be made on the following day in the event the debt is not paid. Parents/carers will be asked to provide immediate payment.

The school will not accept debt amounting to more than one week's payment and will send a debt reminder letter.

If the outstanding debt remains unpaid after 7 days, the school will take action to recover this. A letter will be sent to the parents informing them that the school reserves the right to pass the debt on to the local authority in order to secure payment.

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

If any family is experiencing hardship which affects their ability to pay the outstanding debt, you are invited to speak confidentially to the School Business Manager or Headteacher.

Information regarding free school meals is available on request from the School Office.

Agreed by Governing Body

Chair of Governors:

Co-Headteachers:

Date: