

'Living Life to its Fullest; Making a Difference Along the Way'

19.09.2022

Dear Parents/Carers

Re: School Meals/Breakfast Club and Late-Stay Debt Policy

Unfortunately, due to an increase in the number of school meals, Breakfast Club and Late-Stay accounts that are regularly not being paid for, from 1st September 2022, Rivington Foundation Primary School, will adopt a NO DEBT policy relating to school meals and Club fees. This is to ensure that the school budget is used for the benefit of all our pupils and efficient running of the school. Please read the attached policy for a fuller explanation of this. The school budget has to be used to clear debt incurred by parents ordering meals for their child or use of the Breakfast Club and not paying for these services. As a consequence, money, which should be spent on children's education, is being used to fund unpaid meals and provide childcare. I am certain that you would agree this is unfair and unacceptable.

School lunches must be paid for in advance. Please pay through parent pay, on a Monday or the first day back after a half term.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to Free School Meals. If you think you are entitled to Free School Meals, please ask at the school office for a form or contact the School Meals Service to check your eligibility. This allowance is a statutory right and it is important that you use it if you qualify.

If a parent/carer forgets to pay in advance for their child(ren)'s school meals, the school will contact you and grant a one-off debt allowance of one meal. However, this debt must be paid the next morning at the latest and further meals for the week paid in advance. If this debt is not cleared, then you must provide your child with a packed lunch until all outstanding debts have been paid. Parents who ignore this will be contacted in the morning and asked to bring in sandwiches or the outstanding payment.

Similarly, payment for Breakfast Club / Late Stay will need to be received by the school within 1 week upon receipt of the invoice on Parent Pay. If payment of debt is not received, the Headteacher may decide to bring legal proceedings to recover the debt. Social Services may be informed if parents/carers are not providing food for their child at lunchtime.

I would also like to highlight that should your child go home after 10.00am and you have ordered a school meal, this meal may have to be paid for as the food will have been cooked.

I am certain that by implementing this debt policy, we can help parents/carers manage school dinner money better and, at the same time, ensure that the school budget is used directly for our pupil's education.

Please do not hesitate to contact me if you have any concerns.

Yours sincerely,

Sarah Annette

Headteacher