



Brockwell Junior School

Dinner Money/Before School Club/After School Club Debt Policy

Version History		
Version	Date	Detail
1.0	16.10.2017	Approved by Governors Teaching & Learning Committee
2.0	14.07.2020	Added after school club, dinners increased to £2.20
3.0	09.03.2022	Changed Breakfast Club name to Before School Club Minute No: FBG35/22/3

Background

The Brockwell Junior School Debt Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children take school dinners or attend the school Before/After School Club. As the Local Education Authority is no longer accountable for the administration of dinner money debt the responsibility now falls on the school to pursue instances of non-payment. As a result, the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

Provision of School Meals

The Schools Meals Service is no different to any other business in that meals have to be paid for by someone. Free School Meals are available for parents who meet certain criteria including the receipt of state benefits. Anyone who may qualify for Free School Meals should contact the school office for further information. Free School Meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so that they can receive a School meal each day.

Information on the entitlement to free school meals and an application form can be found on the Derbyshire County Council's website:

http://www.derbyshire.gov.uk/education/schools/your_child_at_school/meals/school_meals/default.asp?VD=freeschoolmeals

If a child's entitlement to free school meals expires or the parents/ carers personal circumstances change the parent/carer must provide a packed lunch or send payment in advance for a school dinner.

Cost of School Meals

School meals are available to children at a cost of £2.20 per day or at no cost to those in receipt of Free School Meals entitlement. School meals **must** be paid for in advance. Any revision to the school meal prices will be notified to parents/carers the term prior to the new charge taking effect. Payable via Parent Pay.

Cost of Before School Club

The before school club is available during term time each day from 7.50am at a cost of £3.00 per day to include breakfast. Parents **must** pre-book their child into the club in advance as there is a limited amount of places available. Any revision to the

before club prices will be notified to parents/carers the term prior to the new charge taking effect. Payable via Parent Pay.

Cost of After School Club

The after school club is available during term time each day from 3.25pm-5.30pm at a cost of £3.50 per hour to include a cold snack. Children must be collected by 5.30pm. Late collection will be chargeable at £10 per half hour or part of. If your child attends an after school sporting or other club, there is no charge for the first hour. Parents **must** pre-book their child into the club in advance as there is a limited amount of places available. Any revision to the after school club prices will be notified to parents/carers the term prior to the new charge taking effect. Payable via Parent Pay.

Payment is made in advance Via ParentPay.

Management of School Meal or Before/After School Club Debts

To ensure that the School's budget is not adversely affected by the cost of School meal or before/after school club debt the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number.

If a child arrives at school without a packed lunch or payment, or if a child's entitlement to free school dinners has ceased, the School will telephone/text the parent/carer in the first instance to establish if alternative arrangements have been made.

When a parent has failed to pay dinner money online the school may allow a meal to be provided where it is felt that this is a temporary situation, temporary hardship etc. however details should be recorded in writing and a record maintained and monitored.

If a child takes a school meal which has not been paid for, a letter/text detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require meals, the School must establish if the child is entitled to free school meals, or if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to apply for free school meals or speak confidentially to the Headteacher.

When the debt exceeds £10 for a *child or family* a formal letter must be sent to the parent/carer informing them to provide their child/children with a packed lunch to prevent further arrears. If the child/children is/are not provided with the requested packed lunch and the parent/carer cannot be contacted, the School will provide a sandwich and a drink only (*Example letter 1*).

If the debt exceeds £30 for a family and/or action proves unsuccessful in securing dinner money arrears, the School should inform the local Safeguarding Team and formally write to the parent/carer, explaining that the School is not obliged to provide a school dinner where advance payment is not forthcoming or where authorisation for free school dinners has not been received (*Example letter 2*).

If a child arrives at the before/after school club without payment the school will telephone/text the parent in the first instance to ask for payment to be made the next day. If payment is not forthcoming after this a letter is posted out to the parent stating that if payment is not made their child can no longer attend the before/after school club. If the child is sent to before/after school club after the letter has been received by the parent then the child does not go into before/after school club but stays in the Headteacher's office and the child's parents are contacted (*Example letter 3*).

Monitoring and Recovery of School Meal or Before/After School Club Debts

During each budget report, termly at the the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding dinner money, before/after school club debt and the current position with regard to such debt. The aim of the School's dinner money, before/after school club debt policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does however, reserve the right to begin legal proceedings to recover outstanding school meal, before/after school club debts and inform the local authority that a child is not being provided with a suitable meal at lunch time.

All Write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.

Example – Letter 1

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

School Meals provided to (Pupil Name)

According to the School's financial records you have not paid dinner money for your child (pupil name) in Class: xx. As at xx/xx/xx your account is showing a debt of £xx.

In order that the school's budget is not used to clear your child's debt please make arrangements for the outstanding dinner money debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of a school meal is £x per day or £x per week.

If you think you may qualify for Free School Meals, please contact the school office for further information. **Remember that Free School Meals are a statutory right and it is important that you use it if you qualify, your child will then receive a School meal each day.** Additional information and an application form can be found on the Derbyshire County Council's website or in the school office if you do not have access to the Internet:

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Miss C Holmes

Example – Letter 2

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

School Meals provided to (Pupil Name)

I am writing regarding the current level of outstanding school meal debt that is showing on your account. Despite previous correspondences and messages the debt for your child xx in Class xx is still outstanding. The School's records show that as at xx/xx/xx your account is £x in debt. The current cost of a school meal is £x per day or £x per week.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

If you think you may qualify for Free School Meals, please contact the school office for further information. **Remember that Free School Meals are a statutory right and it is important that you use it if you qualify, your child will then receive a School meal each day.** Additional information and an application form can be found on the Derbyshire County Council's website or in the school office if you do not have access to the Internet:

http://www.derbyshire.gov.uk/education/schools/your_child_at_school/meals/school_meals/default.asp?VD=freeschoolmeals

Since the School has to fund all school meal debts from its budget it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx a school meal will no longer be provided to your child and you must make your own arrangements for your child's lunch. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the local authority that your child is not being provided with a suitable meal at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Miss C Holmes

Example letter 3

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

Before School Club Debt provided to (Pupil Name)

According to the School's financial records you have not paid before school club money for your child (pupil name) in Class: xx. As at xx/xx/xx your account is showing a debt of £xx.

I understand that you have been contacted by the school office about this but that no payments or explanations have been received.

In order that the school's budget is not used to clear your child's debt please make arrangements for the outstanding before school club money debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of the before school club is £3.00 per day.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

Miss C Holmes

Example letter 4

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

After School Club Debt provided to (Pupil Name)

According to the School's financial records you have not paid after school club money for your child (pupil name) in Class: xx. As at xx/xx/xx your account is showing a debt of £xx.

I understand that you have been contacted by the school office about this but that no payments or explanations have been received.

In order that the school's budget is not used to clear your child's debt please make arrangements for the outstanding after school club money debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of the after school club is £3.50 per hour or part of.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

Miss C Holmes