Bismilahir-Rahmanir-Rahim

IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)

SCHOOL MEAL DEBT POLICY

We Learn, We Lead, We Inspire

Review Date..... 1st September 2026.....

Frequency of Review.....Annual.....

Next Review Date..... 1st September 2027.....

Approved by the Governing Body

IQRA PRIMARY SCHOOL

SCHOOL MEAL DEBT POLICY

Debt policy implementation

Key Information:

1. All parents are provided with a copy of the debt policy when their child joins the school (Appendix 1).
2. All school lunches must be paid for in advance.
3. No child should be sent to school with no money in their account and expect to be given a meal.
4. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch.

Level 1 Indicator: A child's account goes into debt: Check 1 is this a FSM child, are dates correct? Check 2 is there a possibility that payments have not been credited? Check 3 does this parent normally pay on time, is this just a one off?

Action 1: send a 'Gentle debt reminder' Appendix 2 This letter is already set up for use in ParentPay. Run it instantly in Pupils>Mail merge

Level 2 Indicator: A child comes to school again without the debt being paid or a packed lunch: Check 1 is this a FSM child, are dates correct? Check 2 is there a possibility that payments have not been credited? Check 3 has this parent made contact?

Action 2: Personal contact: a member of the office staff will phone the parent to ask them to either bring money or pay online or bring sandwiches to school before lunchtime or arrange to take their child home at lunchtime.

Level 3 Indicator: The parent does not comply with any of these options: Check 1 is this a FSM child, are dates correct? Check 2 is there a possibility that payments have not been credited? Check 3 has this parent made contact?

Action 3: send Strong debt letter Appendix 3

The head teacher will send a final letter. This too is setup in ParentPay.

Level 4 Indicator: The parent consistently does not comply with any of these options: Check 1 is this a FSM child, are dates correct? Check 2 is there a possibility that payments have not been credited? Check 3 has this parent made contact?

Action 4: bring in outside agencies School to notify School Food Support who will initiate further action

APPENDIX 1

School Meals Debt Policy for Parents

As from 01/09/2015 Iqra Primary School has adopted a strict NO DEBT policy relating to the school meal service.

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.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please contact School Food Support Service, Free School Meal eligibility checking service on 0116 3056588 or 0116 3057093, alternatively visit www.schoolfoodsupportservice.co.uk. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application either at the school office or by contacting any of the above numbers.

Parent/s must pay in advance for the school lunch using ParentPay. If you do not have a parent pay account, please contact the school office for further information.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 2 meals maximum. However this debt must be paid next day and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the head teacher will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents 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 we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

If you have any concerns please contact the Headteacher.

APPENDIX 2

[School Name and Address]

Parent or carer of: [*Child's name and address]*

[*Date*]

Our records show that you have not paid dinner money for your child [xxxxxx] Class:[xxxxx]

As at [date] your account is showing a debt of [£-xxxx]

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

Please pay using the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com

Your username and password are:

Username: xxxxxx Password: yyyyyyy

You can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal is [£xxxx] per day – [£xxxx] per week.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher

APPENDIX 3

[School Name and Address]

Parent or carer of: [*Child's name and address]*

[*Date*]

Our records show that you have not paid dinner money for your child [xxxxxx] Class:[xxxxx] despite a previous written reminder and a telephone call.

As at [*date*] your account is showing a debt of [£-xxxx]

Please pay using the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com

Your username and password are:

Username: xxxxxx Password: yyyyyyy

You can check the account balance anytime by logging into your ParentPay account at www.parentpay.com.

You can see what meals have been taken and when.

The cost of a school meal is [£xxxx] per day – [£xxxx] per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceeding to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher