

# FRITCHLEY COFE (AIDED) PRIMARY AND NURSERY SCHOOL



'At Fritchley CofE (Aided) Primary and Nursery School we learn and achieve together within a safe, respectful and welcoming Christian community. Our children's spiritual and moral development is nurtured by our values, enabling them to fulfil their potential and giving them the confidence needed to be lifelong learners and problem solvers in the wider world.'

## DINNER MONEY POLICY

### 2023

## **Background**

The Fritchley CofE (Aided) Primary and Nursery 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. 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:

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

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 £2.30 per day or at no cost to those in receipt of Free School Meals entitlement. School meals **must** be paid for using ParentPay. Any revision to the school meal prices will be notified to parents/carers the term prior to the new charge taking effect.

## **Payment for School Meals**

Please make payment using ParentPay either weekly or monthly. The School must ensure that all dinner money is collected in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by audit.

## **Management of School Meal Debts**

To ensure that the School's budget is not adversely affected by the cost of School meal 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 if a child's entitlement to free school dinners has ceased, the School will telephone the parent/carer in the first instance to establish if alternative arrangements have been made.

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 £23 for a *child* or *£46 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 (*ParentPay letters*)

### **Monitoring and Recovery of School Meal Debts**

At each meeting of the Finance Committee, the Head Teacher will provide Governors with details of any outstanding dinner money debt and the current position with regard to such debt. The aim of the School's dinner money 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 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.