



# Giffards Primary School

## Dinner Money & Breakfast Club Debt Recovery Policy

School lead for this policy:	Mrs S Bryant (SBM)
Committee with oversight for this policy	FGB
Policy last reviewed	June 2023
Date for next review	June 2026
Signed –chair of Governors	
Signed - Headteacher	 Mrs N Haslam-Davis



## 5.0 Procedure for Collection of Arrears

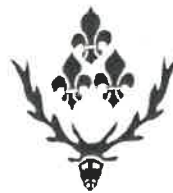
- i. It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.
- ii. The Board of Governors has therefore agreed the following policy where arrears arise
  - A gentle reminder groupcall will be sent at the end of each week for any arrears for dinner money and Breakfast Club.
  - The parent/carer will be informed by phone where arrears are in excess two weeks/£23.00 for dinner money and arrears in excess of two weeks for Breakfast Club.
  - A final letter to the parent/carer informing them that no meals will be provided or Breakfast Club place provided for their child/children if payment has not been received by a specified date in accordance with the policy, the date when four weeks of arrears have been accumulated (Appendix 1 & Appendix 2)
- iii. Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- iv. No school meals to be provided to pupils when arrears exceed four weeks/in excess of £46.00. A place will not be provided to a pupil/pupils in our Breakfast Club when arrears exceed two weeks of payments.
- v. Once the final letter deadline has expired, the Board of Governors will decide whether legal proceeding should begin.

## APPENDIX 1.

### Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher Mrs N Haslam-Davis  
Telephone 01375 672138  
Fax 01375 677083  
Website [www.giffardsprimary.thurrock.sch.uk](http://www.giffardsprimary.thurrock.sch.uk)



**'Valuing Everyone As Learners'**

Child's Name & Class

Date

Dear Parent/Carer,

As per my telephone conversation with \_\_\_\_\_ on \_\_\_\_\_, unfortunately we are still awaiting payment for an outstanding amount of £ \_\_\_\_\_ for dinner arrears.

Please contact the school office on the above number to make a payment by credit/debit card over the phone immediately to clear your child's arrears. As discussed in our last conversation you will need to provide your child with a Packed Lunch until all the arrears are cleared.

Yours Sincerely,

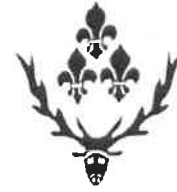
Mrs S Bryant  
Business Manager

APPENDIX 2.

**Giffards Primary School**

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher Mrs N Haslam-Davis  
Telephone 01375 672138  
Fax 01375 677083  
Website www.giffardsprimary.thurrock.sch.uk



**'Valuing Everyone As Learners'**

Child's Name & Class

Date

Dear Parent/Carer,

As per my telephone conversation with \_\_\_\_\_ on \_\_\_\_\_, unfortunately we are still awaiting payment for an outstanding amount of £ \_\_\_\_\_ for breakfast club arrears.

Please contact the school office on the above number to make a payment by credit/debit card over the phone immediately to clear your child's arrears. As discussed in our last conversation your child will be unable attend breakfast club until all arrears are cleared.

Yours Sincerely,

Mrs S Bryant  
Business Manager

