

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	<i>Mr D Stubbings</i>
Signed - Headteacher	<i>Mrs N Haslam-Davis</i>

1.0 Introduction

This policy concerns the collection of school meals and Breakfast Club money and the approach to be taken in cases of debts arising when parent/carers fail to pay for school meals or Breakfast Club. Parents/carers are able to access the policy on the school website or hard copy via the school office.

All pupils in the Foundation Stage and Key Stage 1 are currently entitled to receive Universal Infant Free School Meals.

2.0 General Principle

- i. School meals must be paid for in advance, or at the latest, by the end of the week in which the dinners are taken.
- ii. The school is happy to accept pupils having an occasional school meal, monies must be received in advance or, once again, by the end of the week in which the dinner is taken.
- iii. Breakfast Club must be paid for in advance or on the day.
- iv. If debts are incurred, these have to be paid from the school budget. This means that money which should be spent on all pupils' education in the school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

3.0 Free School Meals

- i. KS2 pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals.
- ii. If parents/carers believe that their child/children may qualify for entitlement to free school meals, they should complete the online application form on the Thurrock Council website - <https://admissions.thurrock.gov.uk/synergy/Enquiries/Citizen/FreeSchoolMeals.aspx>
- iii. As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it.
- iv. The school is only allowed to provide free school meals to pupils where entitlement has been verified.

4.0 Breakfast Club

- i. Breakfast Club payments should be made prior to or on the day any child attends. If a child is entitled to Pupil Premium and it has been agreed with the parents/carers by the Inclusion team, as part of the school support package for the family there will be no charge for the child to attend Breakfast Club.
- ii. Breakfast Club is self-funded meaning all monies received are used to pay for staffing and all supplies. Without this funding Breakfast Club would be unable to continue. Therefore the governing body request that all parents/carers give this policy their full support as if debts are incurred the Breakfast Club may have to close.

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 Governing Body 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/or Breakfast Club.
 - The parent/carer will be informed by phone where arrears are still outstanding and are in excess two weeks for either dinner money and/or Breakfast Club per child.
 - A final groupcall/phone call to the parent/carer informing them that no meals will be provided and/or Breakfast Club place provided for their child/children if full payment has not been received by a specified date.
- iii. Any parent/carer 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 20 school dinners. A place will not be provided to a pupil/pupils in our Breakfast Club when arrears of two weeks remain outstanding.
- v. Once the final letter deadline has expired, the Governing Body will decide whether legal proceeding should begin.

Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher
Telephone
Website

Mrs N Haslam-Davis
01375 672138
www.giffardsprimary.thurrock.sch.uk





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 or via your online SCO account 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,

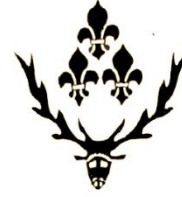
Admin Assistant
On behalf on Mrs E Halls, Office Manager

APPENDIX 2.

Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher Mrs N Haslam-Davis
Telephone 01375 672138
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,

Admin Assistant
On behalf on Mrs E Halls, Office Manager