



School Meal Debt Policy

Starting back after half term (Monday 19th February 2018) the Trust Finance Committee has made some changes to our school meal debt policy. It has been agreed that the maximum 'arrears' allowable is £6.

The policy is that pupil's lunches **must be** paid for in advance. And that all accounts are to show either a credit or zero balance at the end of every week.

Parents can pay for school meals as outlined below:

- Parent Pay

If parents believe that their child may qualify for free school meals they should make an application online at www.barnsley.gov.uk, search free school meals. Please contact the school office for further assistance. Free school meals are a statutory entitlement and it is recommended that parents access this provision.

Reminders will be issued to parents where any arrears have arisen.

If the debt is not cleared or the debt reaches **£6**, parents must provide either a packed lunch or take the child home to eat lunch and bring them back for 1pm.

If a situation arises where the debt remains outstanding and no lunch is provided the school will contact the parent requesting the monies be paid immediately or lunch is provided as a matter of urgency.

The last week of every half term a report showing outstanding school meal debt must be sent to the Trust. Regular reports will be provided to the Trust Board. The Trust/School reserves the right to begin legal proceedings against parents to recover the debt. The Education Welfare Office may also be contacted, notifying them that parents are not providing lunch for their child.

Any monies owed for school meals must be paid for from the schools budget. The impact being that money is not available to fund the children's education.

It is the schools hope that this policy will ensure the schools budget is utilised correctly and also help parents manage school meals money more efficiently.

St Marys Academy Trust Date Issued: 7th February 2018