



School Debt Policy

Implemented	15 th March 2019
Review Date	March 2020

This policy relates to contributions for School Dinner and Breakfast Club, the only non-voluntary payments the school presently collects.

Where appropriate, this debt collection model will be used for any other monies the school wishes to collect in the future.

Forest Park Primary school's debt policy will observe the relevant financial regulations and guidance set out in the school's Financial Regulations and any other legal requirements.

School Meals

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school meals. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

The responsibility of ensuring school meal payments are made by parents lies with the School. Therefore, a policy is required to ensure school meal debts are kept to a minimum. In writing this policy, the Governors of Forest Park Primary School wish to implement one that ensures meals are paid for, whilst aiding parents during financial difficulties and ensuring children still receive a meal at lunchtime.

- School meals **must** be paid for in advance of meals being taken.
- School meals are currently charged at £2.00 per day.
- Parents will be informed of any price increase to school meals, as soon as possible.
- All meals for the period being paid for must be paid in advance online or by Paypoint card.
- Meals may be paid for on a daily, weekly, monthly, half termly or termly basis.
- If choosing school meals for your child, their lunch account must be in credit.
- When a child is leaving it is imperative for the school office to check the balance of the child's account and refund any credit balance and obtain any debt outstanding.

If you believe your child should be eligible for Free School Meals, please contact the school office to complete the relevant application form.

The school will encourage parents to make an application for free school meals, whether the child takes school meals or not, as the school will receive additional funding for eligible children known as Pupil Premium.

Since Forest Park Primary School will be invoiced for meals taken, it is essential that sufficient funds are credited for these meals into the school bank account as if there are insufficient funds then the school will have to cover the shortfall from their budget.

School meal debts, prior to implementation of this policy, must be collected immediately.

Breakfast Club

Children may only attend if the fees have been paid.

Breakfast Club may be paid for on a weekly, half-termly or termly basis and the subsidised cost is £2.50 per week.

When a child is leaving it is imperative for the school office to check the balance of the child's account and refund any credit balance and obtain any debt outstanding.

If the club is cancelled for an unforeseen reason (eg. Staff absence or other matters outside school control) a refund for the lost session(s) will be provided.

