



## School Meal Payments & Debt Policy

December 2018

### Introduction

This policy concerns the collection of school meals' money and the approach to be taken in the case of debts arising when parents/carers fail to pay for school meals. This policy will be published on the school website and parents/carers advised of the policy when their children start at Bowmansgreen. As children in Early Years and Years 1 and 2 are entitled to receive Universal Infant Free School Meals, this policy only relates to pupils in Key Stage 2 (Years 3, 4, 5 and 6) whose parents pay for school meals.

### General Principle

School meals should be paid for in advance via Schoolcomms or by direct debit (see below). Currently you can also pay by cash/cheque at the school office. If debts are incurred, then the school has to pay for them out of its budget. This means that money which should be spent on your child's education, is used to pay for debts.

### Key Information

1. All school lunches must be paid for **in advance** either weekly, termly or half termly (see below for amounts)
2. Where a debt has accrued amounting to £24.50 (10 meals), parents/carers will receive a reminder text to top up their balance.
3. Where a debt reaches £36.75 (15 meals) parent/carers will receive an email asking for the debt to be cleared and to provide a packed lunch
4. Where a debt reaches £49 (20 meals) your debt will be passed to our County Debt Collectors and no meals will be provided until the debt is cleared.
5. If debts still remain outstanding, we reserve the right to take legal action.
6. Social Services may also be informed if parents are not carrying out their responsibility of care by not providing food for their children at lunchtime.
7. Parents who do not want their child to have a school meal should provide a healthy packed lunch.
8. Children can choose school meals on certain days of the week only but we ask that a regular pattern be adhered to. Please notify the office of any changes.

### Direct Debit

If you wish to set up a direct debit, please do so via your Live Kitchen account. If you do not have an account please contact the school office, providing a valid email address, and you will be sent log-in details for Live Kitchen, which will allow you to set up a direct debit, pre-order meals, check recipes and ingredients and monitor your account. You will receive an email statement at the end of each month and if it is correct, no more action is required. The total amount showing, will be collected from your account two weeks later. You only pay for the meals your child has actually eaten.

Paying this way means you don't have to manage a balance at the school, or top up regularly: you just wait for the email statement, and check that everything is correct. Live Kitchen will do the rest!

### Weekly/Termly/Half termly amounts for Spring 2019

Daily Cost KS2	£2.45
First half Spring Term (5 meals pw)	£73.50
Second half Spring Term (5 meals pw)	£73.50
Full term payment (5 meals pw)	£147.00