



Debt Policy for Breakfast Club & School Lunches

January 2023

Introduction

This policy concerns the collection of breakfast club and school meals' money and the approach to be taken in the case of debts arising when parents/carers fail to pay. This policy will be published on the school website.

General Principle

Breakfast club and school meals should be paid for in advance via Schoolcomms (School Gateway App) or by direct debit for lunches (see below). 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 breakfast club sessions and school lunches must be paid for **in advance**.
2. Where a debt has accrued amounting to £10.00, parents/carers will receive a reminder text to top up their balance.
3. Where a debt reaches £20.00 parent/carers will receive a further text or email asking for the debt to be cleared and to provide a packed lunch or refrain from attending breakfast club.
4. Where a debt reaches £40.00 your debt may be passed to our County Debt Collectors and no meals nor breakfast club provision will be provided until the debt is cleared.
5. If debts 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.

Direct Debit for Lunches

If you wish to set up a direct debit, please do so via your SchoolGrid account. If you do not have an account, please contact the school office, providing a valid email address, and you will be sent login details for SchoolGrid, 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 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. SchoolGrid will do the rest!