



St Uny CE Academy School Meals Debt Policy for Parents

As from 7.1.19 St Uny Academy will be adopting a strict NO DEBT policy relating to the school meal service.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If parents believe that their children may qualify for entitlement to Free School Meals please speak to the school office. This allowance is a statutory right and it is important that you use it if you qualify.

Parent/s must pay in advance for the school lunch using either of the methods of payment outlined below:

- Online using ParentPay **THIS IS OUR PREFERRED METHOD**
- Bring cash in a marked envelope.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, **the school may grant a debt allowance of 1 meal**. However, this debt must be paid next day and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office will email the parent to ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time.

If payment of debts is not received after an email notification and then reminder letter via email, the Head of School will have to implement debt recovery procedures which could involve legal proceedings. Examples of these letters are in Appendix 1 and 2.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is used for the right purpose.

Parents who are struggling to pay a school meal debt are encouraged to ask to speak to the Head of School in confidence to see if a payment plan can be agreed.

APPENDIX 1

01/02/2019

I am writing to remind you that according to our records, you have arrears on your child's school lunches Parent Pay account.

Our records show that for your childClass: your debt is

Please arrange for this to be paid immediately by using our PREFERRED method of ParentPay, our secure online payment system. You can use the login previously provided. Please visit www.parentpay.com. Alternatively, please bring in money to school in a marked envelope.

Your username and password are:

You can check your account balance at anytime by logging into your ParentPay account.

If you have any queries regarding these arrears or if you have difficulty making payment please contact the school office to discuss this further.

Yours sincerely

Head of School

APPENDIX 2

Our records show that you have still not paid dinner money for your child Class: despite a text(s) reminder and previous letter via email.

As atyour account is showing a debt of Please arrange for this money to be paid immediately.

Once the debt is cleared please ensure your child's school meal account remains in credit.

You have two ways to pay the outstanding amount:

1.Online payment via ParentPay PREFERRED

Please visit www.parentpay.com and login using your username and password:

User Name Password

2.Bring money to the office in a marked envelope

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not

cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to provide them with a packed lunch.

The school reserves the right to use all appropriate methods which could involve legal proceedings to recover the debt.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely
Head of School