



# **WALTON PEAK FLYING HIGH ACADEMY DINNER MONEY POLICY**

<b>Approved by the Governing Body:</b>	<b>18/01/23</b>
<b>Minute Number:</b>	<b>07/01.23</b>
<b>Review Date:</b>	<b>January 2025</b>
<b>Signed Chair of Governors:</b>	

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## **Background**

Walton Peak Flying High Academy Dinner Money Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children take school dinners. As the Local Education Authority is no longer accountable for the administration of dinner money debt the responsibility now falls on the school to pursue instances of non-payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

## **Provision of School Meals**

The Schools Meals Service is no different to any other business in that meals have to be paid for by someone. Free School Meals are available for parents who meet certain criteria including the receipt of state benefits. Anyone who may qualify for Free School Meals should contact the school office for further information. Free School Meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so that they can receive a School meal each day.

Information on the entitlement to free school meals and an application form can be found on the Derbyshire County Council's website:

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

If a child's entitlement to free school meals expires or the parents/ carers personal circumstances change the parent/carer must provide a packed lunch or send payment in advance for a school dinner.

## **Cost of School Meals**

School meals are available to children. Please visit the School Meals page to see the current cost. There is no cost to those in receipt of Free School Meals entitlement. School meals **must** be paid for in advance. Any revision to the school meal prices will be notified to parents/carers the term prior to the new charge taking effect.

## **Payment for School Meals**

School Meals should be paid for using Parent Pay. Information on how to use the system can be obtained from the Administration Team.

## **Management of School Meal Debts**

To ensure that the School's budget is not adversely affected by the cost of School meal debt the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number.

If a child arrives at school without a packed lunch or payment, or if a child's entitlement to free school dinners has ceased, the School will telephone the parent/carer in the first instance to establish if alternative arrangements have been made.

Where there is a balance owing for payment of school meals the school may allow a meal to be provided where it is felt that this is a temporary situation. E.g. temporary hardship etc. however details should be recorded in writing and a record maintained and monitored. This decision will be at the headteachers discretion.

If a child takes a school meal which has not been paid for, a letter/text detailing how much is owed will be sent to the parent/carer requesting payment via Parent Pay to cover the cost. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require meals, the School must establish if the child is entitled to free school meals, or if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to apply for free school meals or speak confidentially to the Headteacher Teacher or Business Manager.

Where no payment for school meals is received on a Monday (via Parent Pay) a reminder text message will be sent to the parent via Scholarpack. In the event that payment is still not received by the Friday of the same week a telephone call is made to the parent requesting payment. All actions taken are clearly logged on a spreadsheet.

The Headteacher will be made aware of any debt which exceeds £11.00 for a child.

If the debt exceeds £33 (ie no payment received for 3 weeks) for a family and/or action proves unsuccessful in securing dinner money arrears, the School should inform the local Safeguarding Team and formally write to the parent/carer, explaining that the School is not obliged to provide a school dinner where advance payment is not forthcoming or where authorisation for free school dinners has not been received.

If there is not positive response to the communication a formal invoice will be raised and the debt shared with the Governing Body.

### **Monitoring and Recovery of School Meal Debts**

At each meeting of the Governing Body, the Head Teacher will provide Governors with details of any outstanding dinner money debt and the current position with regard to such debt. The aim of the School's dinner money policy is to minimise the opportunity for debt balances to build up. Walton Peak Flying High Academy do however, reserve the right to begin legal proceedings to recover outstanding school meal debts and inform the local authority that a child is not being provided with a suitable meal at lunch time.

All Write-offs of outstanding debt must be approved by the Governing Body, following submission of details of the debt by the Head Teacher/Business Manager together with reasons for no further action being taken.

