

Summerfields Primary Academy

School Meals Debt Policy & Procedure

In conjunction with Pioneer Academies Community Trust, Summerfields Primary Academy has a clear NO DEBT policy relating to the school meal service.

Any debts incurred have to be paid from the school budget which is money allocated for our children's education or by increasing the cost of school meals. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

Free School Meals

If parents believe that their children may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Payment for School Meals

Parent / carers must pay in advance for the school meal by paying in cash at the School Office or via the School Gateway app (www.schoolgateway.com). Children will not be provided with a school meal 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 advance before any meal is provided.

If the debt is not cleared, parents must provide a packed lunch from home. In a case when a debt payment is not received nor a packed lunch provided, the Administration Officer will phone the parent to ask them to come to school with the money or a packed lunch.

If payment has not been made

If your child has taken a meal which has not been paid for you will be sent a reminder detailing how much you owe. No further meals will be provided by school until the debt has been cleared.

Consequences of non-payment of school meals

If payment of the debt is not received by the next day, Pioneer Academies Community Trust reserves the right to begin legal proceedings against parents to recover the debt. **It is the duty and responsibility of parents to pay for in advance or provide a meal for their child, it is not the responsibility of the school to provide lunch for pupils, unless they are entitled to a Free School Meal.**

If anyone is experiencing difficulty in making payment or providing packed lunches for their child then please contact the school office to arrange a meeting with the senior leadership team.

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 correctly used to support their education.