

White Laith Primary School

School Meals Charging Policy and Procedure

Agreed by governors: July 2019

To be reviewed: July 2022

Safeguarding

At White Laith we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values

Introduction and Scope

White Laith Primary School works in conjunction with Taylor Shaw Catering to provide school meals for all pupils who request a meal. Taylor Shaw provide a broad and balanced menu which promote government healthy eating policies and children are encouraged to sample a range of options.

The price of school meals are set by Taylor Shaw and agreed by Governors. These are reviewed at least annually.

Free Schools Meals (FSM) entitlement is dealt with by the Benefits Agency. Parents should contact the helpline 0113 2224404, if you think you may be eligible.

Payment Procedures

Dinner money charges will be shown in ParentPay after a meal is taken. Parents can upload money into their ParentPay account and then allocate funds to dinner money as charges are shown.

Payments in Arrears

The school's aim is to avoid any build up of arrears. This is necessary both to protect parents/carers from building up debt problems and ensure that school accounting systems are robust.

We recognise that sometimes things can be difficult financially, so please come in and discuss any difficulty with us immediately.

If any parent/carer is two or more weeks in arrears:

Parents will be required to provide a packed lunch until payment is made

Parents will be invited to discuss the issue with Head teacher, Deputy Head teacher and/or Business Manager and a payment plan may be agreed

If any parent has outstanding fees relating to other services provided by school that are not covered by a payment scheme then school meals will need to be paid for daily as the meal is taken. Written confirmation will be issued to parents in such situations.

The school reserves the right to institute debt recovery procedures at any time.

In exceptional circumstances the terms of this policy can be amended at the discretion of the Governors where individual circumstances merit.

Review and monitoring

The policy will be monitored and subject to formal annual review by governors.

See Appendix attached: School Chasing Procedures

Appendix: School 'Chasing' Procedures

Action	When?	Who?
Debt Reminder letter will be sent by email in ParentPay to all meal children	Friday	CA - Administrator
Second Debt Reminder letter will be sent by email in ParentPay	Monday morning	CA - Administrator
Letter to inform parents 2 weeks owing please provide sandwiches	Thursday of second week	CA - Administrator
Arrange a payment plan to repay arrears	If a parent sends sandwiches	JB – Business manager
Complete CPOMS entry Inform NS/HD Continue to monitor	If a parent does not send sandwiches	CA - Administrator JB – Business manager
NS/HD contact parent to discuss issue Arrange a payment plan to repay arrears (consult HA) Continue to monitor	As soon as possible after receiving CPOMS confirmation	NS – Headteacher HD – Deputy Headteacher
Refer to debt recovery	If payment plan not adhered to.	CA - Administrator