



Kenningtons Primary Academy

Dinner Money / Breakfast Club Debt Recovery Plan

2021 - 2023

Date of Approval	25 th February 2021
Review Duration	2 Years
Date of Renewal	25 th February 2023

Kenningtons Primary Academy

Dinner Money / Breakfast Club Debt Recovery Policy February 2021



The Governing Body has resolved to ensure that all children receive a meal at lunch time whilst recognising that the academy budget should not be used to pay for debts incurred by individual parents/carers.

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1. Introduction

This policy concerns the collection of school meals money and Breakfast Club money and the approach to be taken in cases of debts arising when parent/carers fail to pay for school meals/breakfast club.

All pupils in the Foundation Stage and Key stage 1 are now entitled to receive Universal Infant Free School meals

2 General Principle

- 2.1 School meals/Breakfast Club must be paid for in advance. If a pupil is to have meals or attend Breakfast Club for the duration of the week, monies must be received in advance of, or during that week.
- 2.2 If the academy is to accept pupils having an occasional meal, or an occasional attendance at breakfast club, monies must be received during that week.
- 2.3 If debts are incurred, these have to be paid from the academy budget. This means that money which should be spent on all pupils' education in the academy is used to pay for debts incurred by individual parents/carers. The Governing Body see this as unacceptable and request that all parents/carers give this policy their full support.

3 Free School Meals

- 3.1 KS2 pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals.
- 3.2 If parents/carers believe that their child/children may qualify for entitlement to free school meals, they should contact the academy or complete an online application form on the Local Authority website.
- 3.3 As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it.
- 3.4 The academy is only allowed to provide free school meals to pupils where entitlement has been verified.

4 Procedure for Collection of Arrears

- 4.1 It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.
- 4.2 The Governing Body have therefore agreed the following policy where arrears arise.
 - o A gentle reminder letter will be sent on ParentMail after one week of any arrears (Appendix 1)

- The parent/carer will be informed in writing where two weeks of arrears has accumulated and advised to make immediate payment (Appendix 2).
 - A final letter to the parent/carer informing them that no meals will be provided and/or no further attendance at breakfast club will be permitted for their child/children if payment has not been received by a specified date in accordance with the policy, the date when four weeks of arrears have been accumulated. (Appendix 3)
- 4.3 Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- 4.4 No meals to be provided to pupils when arrears exceed four weeks
- 4.5 Once the final letter deadline has expired, the Board of Trustees will decide whether legal proceedings should begin.

Date

Gentle Reminder Letter

Child's Name:

Dear Parent / Guardian

According to our records, there are some outstanding dinner / breakfast club monies for your child / children.

The arrears are for the week commencing

Please make the payment of £ tomorrow.

If you have any queries regarding the above, please contact the School Office.

Yours sincerely

Headteacher

Date:

Accumulated School Meals / Breakfast Club Arrears

Child's Name:

Dear Parent / Guardian

Following our letter dated regarding outstanding dinner money / breakfast club money, our records show that this has not been paid.

To date, the amount of arrears is £.....

Until the debt is cleared, you must provide a packed lunch for your child / children as your child will be unable to attend Breakfast Club. In a case when payment is not received, nor a packed lunch provided, we will phone to ask you to top-up your ParentMail account, or bring a packed lunch to the School Office before lunch time.

These arrears need to be cleared as soon as possible. Payment can be made via the online payment system, in cash, or by cheque made payable to Kenningtons Primary Academy.

Any parent / guardian experiencing financial difficulty may make a claim for the remission of charges, which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and / or wish to discuss this matter, please contact the School Office.

Yours sincerely

Headteacher

Date:

Non-payment of school dinner money arrears / Breakfast Club arrears

Child's Name:

Dear Parent / Guardian

Our records show that you have not cleared the school dinner / Breakfast Club money arrears for your child / children despite previous letters sent home on and

Arrears to date total £

Following the academy's policy on dinner money debt recovery, a copy of which was sent to you when your child started school / started in KS2, I must inform you that if payment is not received within 5 working days, the Board of Trustees will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a 'Summons to Court'.

Until the debt is cleared, your child is unable to attend Breakfast Club, no meals will be provided in the academy and you need to provide a packed lunch for your child / children.


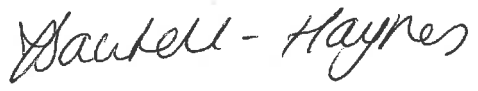
Any parent / guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the School Office.

Yours sincerely

Headteacher

**This Policy was approved by the Finance, Audit and Premises Committee
on a 2-year cycle and ratified by the Governing Body.
It must be signed and dated by the Chair of Governors and Headteacher.**

Signature of Chair of Governors:  Date: 25.2.21	Signature of Headteacher:  Date: 25.2.21.
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