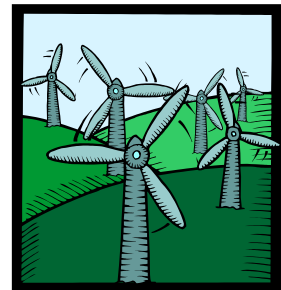




Millhouse Primary School
Lea Lane
Millhouse Green
Penistone
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S36 9LN
Headteacher – Mrs. K.L.Gray
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SCHOOL MEALS DEBT POLICY AND PROCEDURE

Millhouse Primary School will ensure that all parents are aware of this policy in the following ways:-

- A letter to parents
- The School Brochure
- The School Website

Parents are welcome to request a printed copy from the school office.

The following options for lunch times are offered for all children:-

- School Meal
- Packed Lunch from home
- Lunch at home

PACKED LUNCH

- Packed Lunches should be brought to school each day and placed in the classroom box
- School does NOT allow any fizzy drinks or sweets in Lunch Boxes
- All wrappers/leftovers will be returned home in Lunch Boxes to inform parents of amount eaten/uneaten

GOING HOME

- Any child going home for lunch MUST be collected and returned to school at the appropriate times by a responsible adult

FREE SCHOOL MEALS

- Children eligible for free school meals will receive a meal of their choice each day

PAID SCHOOL MEALS

- All school meals MUST be paid for in advance
- No child should be sent to school without payment and expect to be given a meal
- Payment can be made by Cash or Cheque (payable to Millhouse Primary School) via the School Office or your child's Class teacher

DEBT MANAGEMENT

- The maximum debt allowed is £2.00 (1 meal)
- Parents will be alerted initially by text and expected to pay the debt before any more school meals are provided

If no response is received after texting the parents will be contacted by telephone and asked to:-

- Bring in the money owed or
- Bring a packed lunch in before lunchtime or
- Arrange to take their child home for lunch

If the parent does not comply with any of these options a debt letter will be sent to parents by post (Appendix A).

The Headteacher reserves the right to begin legal proceedings against parents to recover any outstanding debts. In circumstances where it is believed that these parents are not carrying out their duty of care by not providing food for their children at lunchtime, it may be necessary to inform Social Services.

This Debt Policy is intended to help parents/guardians manage school dinner money better and at the same time ensure that the school budget is utilised for the education of the children in our care.

Parent or Carer of AN Other

APPENDIX A

1 Any Street

Anytown

Date

Our records show that you have not paid dinner money for your child/children.

As at xx/xx/xxxx our records show an outstanding debt of £xx.xx

Please arrange for this money to be paid immediately by sending cash or a cheque (payable to Millhouse Primary School) into the school office. Clearly marked with your child's name in a sealed envelope.

NOTE: All meals MUST be paid for in advance in accordance with our Debt Policy (copy enclosed). If you do not wish for your child/children to have a school meal, please provide them with a packed lunch or to take them home for lunch.

The cost of a school meal is £2.00 per day - £10.00 per week.

If you think your child may be entitled to Free School Meals, please contact the school office or apply for Free School Meals online www.barnsley.gov.uk.

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

Yours sincerely,

Mrs K Gray,
Headteacher.