

Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN Telephone-01226763019





A Small School with a Big Heart

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/UNIVERSAL INFANT FREE SCHOOL MEALS

Children eligible for the above meals will receive a meal of their choice each day

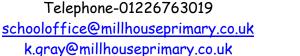
PAID SCHOOL MEALS

- All school meals MUST be paid for in advance
- No child should be sent to school without payment being made and expect to be given a meal
- Online payments via <u>www.eduspot.co.uk</u> are preferred
- > Payment can also be made by credit or debit card, via the School Office



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DEBT MANAGEMENT

- ➤ The maximum debt allowed is £2.20 (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.

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.



Headteacher.

MPSGB June 2013 (Updated October 2020)

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Parent or Carer of AN Other	APPENDIX A
1 Any Street	
Anytown	
Date	
Our records show that you have not paid dinner mon	ey for your child/children.
As at xx/xx/xxxx our records show an outstanding de	ebt of £xx.xx
Please arrange for this money to be paid immediately alternatively by Debit or Credit card payment via the	•
NOTE: All meals MUST be paid for in advance in acco enclosed). If you do not wish for your child/children them with a packed lunch or take them home for lund	to have a school meal, please provide
The cost of a school meal is £2.20 per day - £11.00 p	per week.
If you think your child may be entitled to Free School apply for Free School Meals online www.barnsley.gov	
If you have any queries regarding these arrears, plea	ase contact the school office immediately.
Yours sincerely,	
Mrs K Gray,	