



Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN

Telephone-01226763019

schooloffice@millhouseprimary.co.uk

k.gray@millhouseprimary.co.uk



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 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 being made and expect to be given a meal
- Online payments via www.eduspot.co.uk are preferred
- Payment can also be made by credit or debit card, via the School Office



Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN

Telephone-01226763019

schooloffice@millhouseprimary.co.uk

k.gray@millhouseprimary.co.uk



A Small School with a Big Heart

DEBT MANAGEMENT

- The maximum debt allowed is £3.00 (1 meal)
- Parents will be alerted initially by text and expected to pay the debt before any more school meals are provided

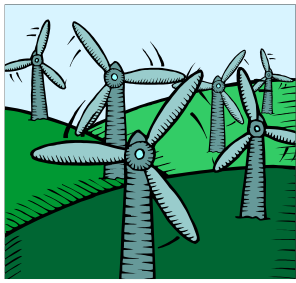
If no response is received after texting, the parents will be contacted by telephone and asked to:

- 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 (see Appendix).

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.



Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN

Telephone-01226763019

schooloffice@millhouseprimary.co.uk

k.gray@millhouseprimary.co.uk



A Small School with a Big Heart

Appendix

Letter 1

Dear **NAME OF PARENT/CARER,**

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. Pay online at www.eduspot.co.uk or, alternatively by Debit or Credit card payment via the school office.

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 take them home for lunch.

The cost of a school meal is £3.00 per day - £15.00 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.



Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN

Telephone-01226763019

schooloffice@millhouseprimary.co.uk

k.gray@millhouseprimary.co.uk



A Small School with a Big Heart

Letter 2

Dear **NAME OF PARENT/CARER**,

Despite my previous letter our records show that you have not made any attempt to repay the outstanding school meals arrears.

As at **DATE** our records show an outstanding debt of **£00.00**

Please note that all meals **MUST** be paid for in advance in accordance with our Debt Policy (copy enclosed). We request that this debt is paid immediately. Payment should be made online via the school money system at www.eduspot.co.uk, alternatively you can pay by card via the school office.

You must now provide **XXXXXX** with a packed lunch or arrange to take **her/him** home for lunch until the arrears have been repaid.

If you think your child may be entitled to Free School Meals you should apply online at www.barnsley.gov.uk

If you have any queries regarding these arrears, or you are unable to pay the debt, please contact the school office immediately.

Yours sincerely,

Mrs K Gray,

Headteacher.