

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

School Meals Debt Policy



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Alderman Richard Hallam Primary School is committed to ensuring that all children are given what they need in order to succeed and that all stakeholders of the school are treated fairly and with dignity.

Alderman Richard Hallam Primary School has adopted a no debt policy relating to the schools meal service as school monies which are provided for the education of pupils at the school cannot be used to subsidise parents and carers who should be paying for their child's dinners. If debts are incurred, then the school budget has to pay for them. Parents and carers will agree that this is unacceptable and we request that all parents and carers give this policy their full support.

If parents or carers believe that their children may qualify for Free School Meals, please contact the school reception for more details, see the school website for an application form or contact: www.leicester.gov.uk/freeschoolmeals

If you have any questions on free school meals or need support with your application, please email: education-fsm@leicester.gov.uk or call 0116 454 1009 (option 3).

Online applications are the quickest and most efficient way of applying and parents and carers are encouraged to apply online where possible.

This allowance is a statutory right and it is important that you use it if you qualify. If you require support filling out your application, the school office staff are available to assist you. They can be contacted on 0116 262 4003.

Parents and carers must pay in advance for each school meal using our online payment system. Children will not be provided with a school meal unless it is paid for, except for those that are entitled to free school meals. If a parent or carer genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However this debt must be paid the next day and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, parents and carers must either provide a packed lunch or take their child home for lunch. Parents and carers who are experiencing problems with debt management should contact Ms Davies, the school's Finance Manager, who is able to offer practical advice in strict confidence. In a case where no contact is made and a debt payment is not received nor a packed lunch provided for a child, the school office will phone the parent or carer to ask them to come to school with either the money, provide sandwiches for lunch or arrange to take their child home at lunchtime.

If payment of a debt is not received, the school and Local Authority reserves the right to begin legal proceedings against parents or carers to recover the debt. Social Services may also be informed where a responsibility of care is not being carried out and a child is not being provided with food at lunchtime.