

# Uppingham Church of England Primary School

Belgrave Road, Uppingham, LE15 9RT

01572 823245

office@uppingham.rutland.sch.uk



## School Debt Policy – January 2017

### Aims and expectations

This policy relates to contributions for School Lunches, School Clubs and Music Lessons, the only non-voluntary payments the school presently collects. Where appropriate, this debt collection model will be used for any other monies the school wishes to collect in the future.

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers. Uppingham C of E’s school’s debt policy will observe the relevant financial regulations and guidance set out in the school’s Financial Regulations and any other legal requirements.

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school meals, attend school clubs and music lessons. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

### School Meals

The responsibility of ensuring school meal payments are made by parents lies with the School. Therefore, a policy is required to ensure school meal debts are kept to a minimum. We wish to implement a policy that ensures meals are paid for, whilst aiding Parents during financial difficulties and ensuring children still receive a meal at lunchtime.

School meals must be paid for in advance of meals being taken. School meals are charged at £2.10 per day (1st January 2017). Parents will be informed of any price increase to school meals, as soon as possible. All meals must be paid in advance online or to the office if access to a computer is not possible, (cheques should be made payable to Uppingham C of E Primary School). Meals may be paid for on a weekly, monthly, half termly or termly basis. When a child is leaving it is imperative for the school office to check the balance of the child’s account and refund any credit balance and obtain any debt outstanding.

Your child may be eligible to receive free school meals, if you are in receipt of the following:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigrations & Asylum Act 1999
- The Guarantee element of the State Pension Credit
- Child Tax Credit (providing no entitlement to Working Tax Credit) and Working Tax Credit run-on

Please contact the school office, who can provide you with information and guidance on how to apply online at [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com) The school will encourage parents to make an application for free school meals, whether the child takes school meals or not, as the school will receive additional funding known as Pupil Premium.

Since schools will be invoiced for meals taken, it is essential that sufficient funds are credited for these meals into the central account as if there are insufficient funds then the school will have to cover the shortfall from their budget. School meal debts, prior to implementation of this policy, must be collected immediately (see appendices for letters).

### **After School Clubs and Music Lessons**

Children may only attend if the fees have been paid. Schools clubs and music lessons are paid on either half-termly or termly basis and parents are advised through the school newsletter or leaflets what club is available and the cost per session. Places are secured as long as payment, for the full period, is received in advance with the consent form. If the club is cancelled for an unseen reason (e.g. staff absence or other matters outside school control) a refund for the lost session will be provided.

The school acknowledges that, on occasion, families have financial difficulties and in these proven circumstances, the school will work hard with the family to agree a solution which is not to the detriment of the child.

# Uppingham Church of England Primary School



---

Mrs J Exton Headteacher, Uppingham C.E. Primary School, Uppingham, Rutland, LE15 9RT  
Tel and Fax: 01572 823245 email: [office@uppingham.rutland.sch.uk](mailto:office@uppingham.rutland.sch.uk) [www.uppinghamprimary.co.uk](http://www.uppinghamprimary.co.uk)

Dear Parent/Carer,

RE : School Lunch Payments

Child's Name:.....

According to our records there is an outstanding balance of £        owed to the school for your child's school lunches.

I would be grateful if you could pay the amount in full or if this is not possible please make an appointment to see me and we can discuss repayment over a period of time. If either of these options is not taken, then we may have to stop providing lunches for your child as we cannot provide free meals to children who are not entitled to them.

Thank you for assistance in this matter.

Yours sincerely,

J. Exton  
Headteacher

# Uppingham Church of England Primary School



---

Mrs J Exton Headteacher, Uppingham C.E. Primary School, Uppingham, Rutland, LE15 9RT  
Tel and Fax: 01572 823245 email: [office@uppingham.rutland.sch.uk](mailto:office@uppingham.rutland.sch.uk) [www.uppinghamprimary.co.uk](http://www.uppinghamprimary.co.uk)

Dear Parent/Carer,

RE : School Lunch Payments

According to our records there is still an outstanding balance of £ owed to the school for your child's school lunches as explained in our letter dated.....

It is school policy that the School does not pay for lunches on behalf of the children. As a result of this I need to advise you that the school will be unable to provide a hot school lunch for .....until this debt is cleared.

It is possible to set up a weekly payment plan e.g. £10 a week and I would appreciate your cooperation in setting this up.

Please ensure that ..... Is provided with a packed lunch until the debt is cleared and then, school dinners can recommence.

If you wish to discuss this further, then please do not hesitate to contact me. I enclose a copy of the school's debt policy for your information.

Yours sincerely,

J. Exton  
Headteacher

# Uppingham Church of England Primary School



---

Mrs J Exton Headteacher, Uppingham C.E. Primary School, Uppingham, Rutland, LE15 9RT  
Tel and Fax: 01572 823245 email: [office@uppingham.rutland.sch.uk](mailto:office@uppingham.rutland.sch.uk) [www.uppinghamprimary.co.uk](http://www.uppinghamprimary.co.uk)

Dear Parents/Carers,

RE: School Lunch Payments

I am disappointed you have been unable to contact me to make arrangements to repay the money owed for School Lunches of £     In line with the School Debt Policy, a copy of which was sent to you with a previous letter, I have no option but to refer this outstanding debt to the school Governors.

The School Governors will consider the situation and will contact you in due course over the action that they will take, which could include making a claim in the small claims court.

Yours sincerely,

J. Exton  
Headteacher



Mrs J Exton Headteacher, Uppingham C.E. Primary School, Uppingham, Rutland, LE15 9RT  
Tel and Fax: 01572 823245 email: [office@uppingham.rutland.sch.uk](mailto:office@uppingham.rutland.sch.uk) [www.uppinghamprimary.co.uk](http://www.uppinghamprimary.co.uk)

Friday 3<sup>rd</sup> February 2017

Dear Parents/Carers,

## **School Debt Policy**

Unfortunately due to an increase in the number of school meals that are regularly not being paid for in Key Stage 2 (Year 3 – Year 6), the Governing Body of Uppingham C of E Primary School has been forced to adopt a School Debt Policy relating to school meals. This policy will also include music lessons and after school clubs where payment is required.

If parents do not pay for their children's school lunches, music lessons or clubs then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for any unpaid meals, clubs and music lessons. I am sure that everyone will agree that this is unacceptable and we hope that all parents give this policy their full support.

If you genuinely forget to pay in advance the school will allow one meal to be given as we do not want children to be hungry in school. However, this debt must be paid the next day and future meals must be paid in advance before any further meal is provided. If the debt is not cleared then parents must provide a packed lunch.

Low income families and families who are in receipt of benefits may qualify for free school meals. If you are entitled, then the school will receive extra funding, this is known as pupil premium, which is used to pay for school dinners and to support learning in school. Information can be found at [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com). The school office completes a number of these applications every year and can help you with the process.

As all dinners are prepaid when the children go into lunch they will not be identified as having free school meals. They will be treated exactly the same as their friends. Once your eligibility is confirmed school will ensure that your child receives a meal every day and that they collect payment from the local authority.

School lunches must be paid for in advance using ParentPay.

We hope that by implementing this policy we are able to ensure that school money is used for children's learning. This policy is available on the school website or if you would like a printed copy then please ask at the school office.

If you have any questions then please do not hesitate to contact me.

Yours sincerely,

J. Exton  
Headteacher