

The Killigrew Partnership

UNPAID SCHOOL MEALS POLICY DECEMBER 2016

All meals should be paid for on the day or in advance, direct to the catering staff, if paying by cheque please make cheques payable to the catering contractor (details are available from the respective school office).

It is a parents responsibility to provide lunch for their child as the schools are unable to routinely provide a school meal for your child. Currently all Key Stage 1 children (Reception, Year 1 and Year 2 children) are entitled to receive a free school meal every day).

If a child forgets/loses their school lunch money, the school catering manager will provide a school lunch and the school office will send a reminder slip home to parents, stating the amount owing for unpaid school meals with a required payment date. Parents are then required to settle this bill straight away.

If parents fail to pay, the school catering manager will notify the school office. When arrears of unpaid school meals reaches a maximum of £20 per family the school office will contact the parent/s

- To explain the free school meals system
- To discuss the outstanding payment.
- To offer a payment plan and the opportunity to discuss the arrears with the Executive Headteacher, Mrs Fortey.
- Daily phone calls reminders will be made by the school office.

If the payment remains unpaid **after a week** the school office will write to the parents specifying the outstanding amount, with details of free school meals criteria and the schools unpaid meals policy.

If there is no reply to this letter **after 2 weeks** the school office will ask the school Finance Assistant to send an invoice to the parents (which requires payment to be made within 10 days).

If the payment is not received within the 10 days the school office will refer the matter to the Executive Headteacher and The Killigrew Partnership Business Committee for formal review (which may involve official debt recovery actions).

Formal review

If the debt reaches **£50 per family**

- The relevant child/ren will not be given a school dinner until this debt is paid. Instead parents will be required to provide their child/ren with a packed lunch each day, until such time as the debt is paid.
- If a child arrives at school without a packed lunch, the school office staff will ring to ask the parent to bring a packed lunch in for their child/ren that day; alternatively parents may take their child/ren home for lunch.

Persistent failure to pay for school meals and persistent failure to provide a packed lunch will be regarded as an indicator for a more detailed review of the child's health and well-being.

This can include a review of attendance, punctuality, academic progress and level of general concern regarding the child e.g. appearance, attitude, emotional and mental health.

Parents should note that the school has a duty of care for all pupils and a parent who persistently fails to provide a meal for their child at lunchtime in this situation could be open to a claim of child abuse (neglect).

The school will always endeavour to assist families in their payment of school meals.

Please speak to the school office if you would like any further information.

Contact details:

King Charles School - 01326 313607

St Francis School - 01326 211910

This Unpaid School Meals Policy for The Killigrew Partnership was agreed by the Full Governing Board at their meeting on 5th December 2016 and will be reviewed annually.