

Holy Family Catholic Primary School has adopted a strict **NO DEBT** policy relating to the school meal service and other services provided in school such as Morning Club and After School Club.

If debts are incurred, 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 debts incurred by parents/carers. Every parent/carer will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent/carer would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents/carers believe that their child may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

At this point in time all of Infants benefit from the Government’s universal free schools meals, which includes those pupils whose parents/carers are not in receipt of any benefits.

To ensure the smooth running of arranging school dinners and other services the school has set out what is expected of the parents/carers.

**Parents/carers must pay in advance for the school lunch and other services using any of the methods of payment outlined below:**

* **Payments must be made online** or via the SCOPAY app
* If you do not have access to the internet the following will be accepted;
* Send cash – in a marked envelope with child’s full name on and handed to the class teacher. No cash will be accepted by the school office.
* Send a cheque – payable to Holy Family Catholic Primary School in a marked envelope with the child’s full name written on the reverse of the cheque
* **Price of school dinners** – currently £11.00 weekly / Daily rate £2.20.  The price of a school meal is set by the Local Authority usually at the start of an academic year.  We will inform parents when there is a change in rate.
* **Price of Morning club** is £2.00 which includes breakfast
* **Price of After School Club is £6.50 or £4.00**
* **Payments must be in advance of all service being provided**
* Payment **day for dinner money and morning/after school club is FRIDAY ONLY** – this must be adhered to, to ensure the remainder of the week is not disrupted by late payments.  It is important that money collection should be restricted to a particular day and paid for in advance as it assists with the financial book keeping of the school and ensures the kitchen staff are aware in advance of the correct amount of school dinners
* **No child** should be sent to school with no money and expect to be given a meal
* **Parents/carers who do not want their child to have a school lunch** should provide a healthy packed lunch. Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals.

**Debt Procedures**

If the debt is not cleared, parents/carers must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the school office will phone the parent/carer to ask them to pay immediately online. Otherwise they must provide sandwiches before lunch time.

If the debt is for morning club or after school club then the children will not be able to attend any more sessions until the payments are up to date.

We hope that by implementing this debt policy we are able to help parents/carers manage school dinner money and other essential services better and at the same time ensure that all money is for children’s learning is available.

The limit of £50 for dinner money arrears and morning and after school clubs is set.  When the arrears for a child exceed £50 the action is to immediately suspend any further services for that child.  This will result in the parent having to make alternative arrangements for the child’s dinner such as providing them with a packed lunch. Parents will not be able to access the morning club or the after school club until such time the account is up to date.

If the system is operated as instructed i.e. payments in advance there should be no arrears – accept in an emergency situation.

Holy Family Catholic Primary School and Lancashire County Council do not offer credit facilities.