



Dear Parents & Carers

6th September 2016

School Meals Debt Policy

Unfortunately, due to an increase in the number of school meals that are regularly not being paid for, from September 2016 Chandlers Ridge Academy will adopt a NO DEBT policy relating to school meals. The policy relating to this is available on the school website - <http://chandlersridge.org.uk/policies>.

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 any unpaid meals. I am sure everybody will agree that this is unacceptable and we hope that all parents give this policy their full support. As we all know nobody takes their child to McDonalds and expect them to be given food without paying; the same applies at school.

If you believe that you may qualify for entitlement to Free School Meals, please contact the school office or visit our website at www.chandlersridge.org.uk where you will find the details of our Confidential Free School Meals Entitlement Service. 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.

School lunches must be paid for in advance using the ParentPay website. Again, the school office is there to help if you are having difficulty logging in.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of one week. However, this must be cleared immediately and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared and debt accumulates over £9.50 parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office will phone the parent to ask them to make an immediate payment or come to school with sandwiches before lunch time.

If payment of the debt is not received by the next day, the Headteacher reserves the right to inform the Chair of the Directors Finance Committee who may decide to refer the debt to a recovery service or small claims court.

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

If you have any concerns please don't hesitate in contacting me.

Yours sincerely

Mrs L Lidgard
Head Teacher

