

ASHGATE PRIMARY SCHOOL



SCHOOL MEALS DEBT POLICY

Derby City Council awarded Chartwells the contract for providing the catering service to schools from 1st November 2016.

School meals should be paid for in advance or on the day they are taken. Failure to pay for school meals will result in the debt being paid to Chartwells from the school budget.

Therefore, in order to prevent the school budget from incurring these costs:

- Dinner money should be paid weekly on Monday mornings. It should be in an envelope marked with child's name, teacher and amount. This should be passed to the teacher via the child and sent to the office for recording on the child's account.
- If no dinner money is received, the school office will send a text message to the parent/carer requesting immediate payment.
- If the money is not received by the next day, school will telephone the parents and request one of the following;
 - a) to bring in a packed lunch for their child.
 - b) immediate payment for a school dinner.
 - c) to collect their child and have their lunch at home.
- If the payment is still outstanding, a 'final notice' letter will be issued (Letter A).
- If no monies are received following the 'final notice' letter, school will call the parents and ask them to collect their child so they can have their lunch at home.

OR

- If no lunch is provided by parents, a sandwich will be offered and a meal charge will be added to the parents account.

Children are able to bring in a packed lunch whilst the parent repays the outstanding monies through an agreed repayment plan (Letter B). Dinners can recommence once the outstanding monies have been repaid.

Signed
Chair of RMC