

***St Ann's R.C.  
Primary School***

***Bad Debt  
Policy***

Last Reviewed:  
Next Review by:

October 2024  
October 2025

## **Our School's Mission Statement**

***'We, the family of St. Ann's rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be***

***Love, Respect, Service.'***

St Ann's RC Primary School adopts a clear NO DEBT policy relating to school meal services and Extended Services (Breakfast Club, After School Club and Extra Curricular Clubs).

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 outstanding. We request that all parents/carers and staff give this policy their full support.

The Free School Meal (FSM) system is available for parents who are in receipt of certain state benefits. If a parent thinks they may qualify for FSM entitlement, they should contact the school office for further details or contact the School Meals Services in TRAFFORD. This allowance is a statutory right and it is important that parents use it if they qualify. Their child will then have a right to a meal each day.

It is very time consuming for the office staff to continually chase outstanding monies – by letter, phone call or in person. It is also highly embarrassing for all concerned and occasionally it can have a negative effect on our relationships with staff and families.

The Governing Board of St Ann's RC Primary School believe that a 'zero-tolerance' approach is the fairest system. We understand that it may seem a very hard stance as there has been a culture of debt tolerance. However, going forward, we are sure that all parents/carers and staff will support the school and ensure all the school budget is spent for the benefit of all our pupils.

We will ensure that parents are aware of this policy by:

- A letter to parents
- Reminders in our Friday letter
- The school website
- A paper copy in the office

### **Payment for School Meals**

Parents/carers and staff must pay **in advance** for school lunch by contacting Live Kitchen / Dolce directly on telephone number – 01942 707709 or via their online account.

No-one will be provided with a school meal unless it is paid for, except pupils that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However this debt must be paid by the following morning and future meals must be paid in advance before any further meal is provided.

If a 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 come to school with the money or packed lunch before lunchtime. It is not the responsibility of the school to provide lunch for pupils. It is the responsibility of the parent / carer to provide a meal, either a school lunch or a packed lunch.

### **Payment for Breakfast Club, After School Club and Extra Curricular Clubs**

#### **Stage 1**

Please check ParentPay regularly as attendance at Breakfast and After School Club are updated weekly. Once your child has been allocated a place on a particular club, the

charge will be on ParentPay and payment must be made before the club starts. If payment is not made, then your child will lose their place and it will be re-allocated.

### **Stage 2**

Parents will be sent notification of outstanding arrears. Payment must be made within one week of the notification being sent out and can be paid through ParentPay.

### **Stage 3**

If payment is not received within one week after the arrears notification, the child will no longer be able to use Breakfast or After School Club. It will be the parent's responsibility to arrange alternative childcare before and after school.

### **Conclusion**

We hope that by implementing this debt policy we are able to help parents/carers manage their school debts effectively, reduce administration time and costs involved chasing debts and at the same time ensure that school budgets are used correctly for the education of its pupils.