

# PARSLOES PRIMARY SCHOOL



## School Meal Debt Policy

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# Parsloes Primary School

## School Meal Debt Policy

This policy has been written to help parents manage their school meal debt.

### **Information**

Parsloes Primary School hot dinners are provided by the Caterlink Catering Service, which is not run by the school. A school dinner costs £2.10 and this money goes directly onto Parentpay account.

The system for paying for a school meal is called ParentPay. All school meals must be pay for **in advance** using this method outlined below:

### **Using the online ParentPay System.**

Parents will receive their child's activation letter with user name, password and a bar code on the bottom. Full instructions on how to make a payment is on this letter.

### **Action 1** – If the child's account goes into debt.

Parents will receive a Group Call/text message from the school advising them that their child's account has gone into debt. Parents will be asked to Top Up their child's ParentPay account immediately.

When an account is £6.30 or more overdrawn the child will be provided with a non choice meal a piece of fruit and a drink.

**Action 2** - If payment is not received within two days of receiving the text message, parents will be sent a debt reminder letter.

See attached Appendix 1

### **Action 3** - If parents don't comply with **Actions 1 & 2**

If payment is not received within two days parents will receive an immediate payment letter advising them that their child will no longer be able to have a school dinner until the debt is cleared. The parent will need to provide their child with a packed lunch.

See attached Appendix 2

We hope that by implementing this debt policy we are able to help parents manage their child's ParentPay account better and at the same time ensure that all the school budget funding is used for the children's learning.