



SULLY PRIMARY SCHOOL
Burnham Avenue, SULLY,
Vale of Glamorgan, CF64 5SU.

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sullyps@valeofglamorgan.gov.uk

Dear Parents/Carers,

SCHOOL MEALS DEBT POLICY

Following a change to the way that school meals are managed, I am writing to advise you that from 1st April 2017, as recommended by the Vale of Glamorgan Council, the school is adopting a zero-debt policy in relation to school meals. This means that all meals served must be paid for and parents will not be able to accumulate debt for meals.

Children will no longer be provided with a school lunch unless it has been paid for in advance, or they are entitled to a free school meal.

The vast majority of our parents pay for their child's school meal in advance and we are grateful for your support in ensuring this continues - this policy has been introduced purely to manage cases of non-payment. I am sure you can appreciate that the school's budget cannot be used to pay for school meals - this is not an appropriate use of school resources and ultimately your children's education will be affected.

If parents believe that their child may qualify for free school meals they can contact the council or the school office, or view the council's website (www.valeofglamorgan.gov.uk) and search for "Free School Meals" in the search bar on the home page to find out more.

Those parents not qualifying for free school meals who would like a school meal to be provided for their child **must** pay in advance using one of the methods of payment outlined below:

- Online using ParentPay – this is our preferred method
- Ask in the office about PayPoint cash payments at local shops/post office

Understandably sometimes payments can be forgotten and so the school may grant a debt of **one meal only** as a "one off". However, this debt must be paid by the next day otherwise parents must provide a packed lunch for their child. In a case when a debt payment is not received nor a packed lunch provided, the school will telephone the parent to ask them for immediate payment or a packed lunch before lunch time.

Parents can receive alerts from ParentPay when their credit is running low as a reminder to top-up. Log on to your account, click on 'profile' then 'alert settings' before setting the credit alert threshold. To receive texts, parents will need to ensure they have added credit to their 'text message balance', also found under 'profile'.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. In certain circumstances social services may also be informed if the issues of payment or lack of a packed lunch continue and the well-being of the child is brought into question.

By implementing this debt policy we hope to help parents manage their school meal payments effectively and at the same time ensure that the school's budget is utilised appropriately.

If you have any concerns relating to the contents of this letter please do not hesitate to contact the school to discuss this further.

Yours faithfully

Mrs A Waddington (Acting Headteacher)



SCHOOL MEALS DEBT POLICY

The aim of this policy is to avoid unnecessary burden on the school budget.

It is necessary to have a School Meals Debt Policy as schools are now responsible for any unpaid meals taken and any such debt comes out of the school's budget which is designed to be used to benefit all children in the school.

It is every parent's responsibility to ensure their child has a lunch in school to sustain them throughout the day so that they can concentrate and work to their full potential. Failure to send a child to school without a packed lunch or no means to purchase lunch is considered to be neglect of that child.

FREE SCHOOL MEALS (FSM)

Children who qualify for FSM will still receive them free of charge. If parents think they may be eligible for FSM they should contact the Local Authority.

PACKED LUNCH

Parents are welcome to provide their child with a healthy packed lunch.

PAYMENT FOR SCHOOL MEALS

The Vale Catering Service provides healthy and nutritious hot school meals or a choice of filled baguette, jacket potato or a grab bag. A menu is sent out twice a year and children can make their choice of meal from this. Payment should be made online, in advance, using ParentPay. It is a parent's responsibility to ensure that they have sufficient funds in their ParentPay account to cover the cost of their child's school lunch. If you do not have access to a computer, then you may choose to pay by Paypoint and you will be given a barcode for this method of payment by the school secretary.

If a child has been sent to school with insufficient funds in their ParentPay account to cover the cost of a lunch provided by The Vale Catering Service, steps taken will be as follows:-

1. School will send out a reminder to the parent.
2. If the situation arises again, then the parent will be contacted to request they pay online, bring a packed lunch or take their child home for lunch ensuring they are returned to school for the beginning of the afternoon session.
3. If the parent does not comply with these options then a Final Debt Letter will be sent to parents.
4. Consistent non-compliance with the above will result in the Headteacher advising the Small Claims Court and Social Services.