

# Coulsdon Church of England Primary School



## School Meals Debt Policy

November 2022 (next review November 2023)

**The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognise and support this ethos and its importance to the school.**

*Together, growing in mind, body & spirit*

# Coulsdon C of E Primary School Meals Debt Policy

We have a debt policy for managing school meals at Coulsdon Church of England School. We ask that you ensure there is sufficient credit on your account if you wish your child to have a school lunch. Our debt policy is to always seek reimbursement for any outstanding debt. All payments are made through [ParentPay](#).

Any pupil who has a balance owed of approximately £12.75 outstanding, which equates to a week of dinners, may not be able to have a school lunch until that debt is cleared. If there are extenuating circumstances the Senior Leadership Team has the authority to approve a balance owed up to £38.25 (three weeks of school dinners). This approval must be sought in advance of incurring the debt.

Whilst the school office does monitor the school meal payments it is not always possible to notify you that your account is reaching the debt limit.

**Your child will not be given a dinner if you have a debt of £12.75. Please remember that it is your responsibility to keep track of your child's account and do not allow debt to build up.**

Each half term any outstanding debt is charged to the school and we ask that you clear all debts before the last Friday lunch time of each half term. Please note that if you finish half term with a debt of £12.75 and you do not clear that by the day the school re-opens your child may not be able to have a meal on that first day back.

**The school will always take steps to recover any overdue monies.**



Adrian Deller – Chair of Finance and Premises Committee

24th November 2022



INVESTOR IN PEOPLE

