



We hope that by implementing this debt policy we are able to help parents manage better and at the same time ensure that all money that is for children's learning is available.

If you have any concerns please don't hesitate in contacting the school office, who will be able to assist.



### Suffolks Primary School

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## SUFFOLKS PRIMARY SCHOOL



**FROM GREAT TO AMAZING**

**No Debt Policy**  
for  
**Breakfast Club**  
**School Meals Service**  
**Tea Time Club**

Review Annually  
Next Review: February 2024



As from October 2013 School has adopted a strict **NO DEBT** policy relating to the Breakfast Club, School Meals and Tea Time Club

If debts are incurred, then the School has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If parents believe that their children may qualify for entitlement to Free School Meals then please contact the office for further information. The allowance for Free School Meal is a statutory entitlement and should be claimed if your child qualifies. In order to qualify, you will be required to complete an application form and provide any evidence which may be requested. Free school meal entitlement will only apply from the date the evidence has been received and the application has been approved.



It can not be backdated. The School will support parents with the application.

Parent/s must pay in advance for all services using the payment methods outlined below:

- ◆ Credit/Debit Cards Online using ParentPay
- ◆ Pay Point Cards (Ask in the office about PayPoint payments)

### School Meals

Children will not be provided with a school lunch unless it is paid for in advance or the child is entitled to a free school meal.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However this debt must be paid next day using the above payment method together with a sum for future meals otherwise the School will be unable to provide further meals.

If the debt is not cleared, parents will be required to provide a packed lunch for their child. If a payment for the debt is not received nor a packed lunch provided, the Headteacher will contact the parent to ask them to make an online payment immediately; if the parent is unable to do this then the parent must provide food for their child before lunchtime break or arrange to take their child home for lunch.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin debt management proceedings against parents to recover the debt. The LA Children's Services may also be informed that the parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

### Breakfast Club & Tea Time Club

If you require your child to attend either of the above extended school services, then you must pay in advance using the methods outlined above.

If you have an emergency where you require your child to attend, due to you having an appointment, etc., a one-off allowance will be made. However, payment must be received by the school the following day. No further attendance will be allowed until debt cleared. Non clearance of debt will result in the Headteacher reserving the right to begin debt management proceedings to recover the debt.

Please note Tea Time Club finishes at 5.30pm when all participants should be off site. If your child is collected late three times you are at risk of place being withdrawn.

