**Marwood School**

**School Meal Debt Policy**

1. A weekly assessment is made of parents who owe money for school meals.
2. Marwood School writes to parents who owe money to the value of £20.00 and over.
3. They are informed of the amount owed and the letters are signed by the head teacher. This letter will make reference to the school payment gateway and the benefits of staying in credit.
4. If no payment is forthcoming within 10 working days a further letter is written.
5. Where a family is in financial difficulty support is given to encourage an application for free school meals.
6. If no payment is forthcoming after a further 10 working days and despite reminders, the school contacts Devon CC to take on the debt.

Adopted by Full Governing Body on 17th July 2017

(T.Barfield)