

Marwood School School Meal Debt Policy

- 1) A weekly assessment is made of parents who owe money for school meals.
- 2) Marwood School writes a letter to all parents who owe money to the value of £20.00 and over.
 - a) In the letter parents are informed of the amount owed.
 - b) The letter will make reference to the school payment gateway and the benefits of staying in credit.
 - c) The letters where parents owe between £20.00 and £49.99 will be signed by a member of the admin team.
 - d) The letters where parents owe £50.00 or over will be signed by the head teacher.
- 3) If no payment is forthcoming within 10 working days a further letter is written, which will be signed by the head teacher.
- 4) Where a family is in financial difficulty support is given to encourage an application for free school meals.
- 5) If no payment is forthcoming after a further 10 working days and despite reminders, the school contacts Devon CC to take on the debt.
- 6) Termly reminders will be issued to school parents to relay the benefits regularly topping up the lunch money on the school gateway and to encourage them to stay in credit.
- 7) Termly, the finance committee of the Governing Body will receive the total value of the school meal debtors.

Adopted by Full Governing Body on 24th November 2021