



Thomas Hinderwell
Primary Academy
Broadening Horizons



Thomas Hinderwell Primary Academy
Seamer Road
Scarborough
North Yorkshire
YO12 4HF

www.thomashinderwell.co.uk
Tel: 01723 373110

Principal: Mr P Prest

Dear Parent/Carer

Thomas Hinderwell Primary Academy have adopted a clear **NO DEBT** policy relating to school meal services and Extended Services (Breakfast/After School Clubs).

The school meals and Breakfast Club service is no different to any other business and meals have to be paid for. Parents/carers should be able to relate to the situation that they cannot take their child to a restaurant e.g. McDonald's and expect a meal without paying; the same applies at school. If debts are incurred, then the school budget 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. We request that all parents/carers give this policy their full support.

The Free School Meal (FSM) system is available for parents who are in receipt of certain state benefits. If a parent thinks they may qualify for FSM entitlement, they should contact the school office for further details. This allowance is a statutory right and it is important that parents use it if they qualify. Their child will then have a right to a meal each day. If you qualify for FSM you can also access Breakfast club free, however you would be required to put in a written request to the office, so we can assess the cost.

It is very time consuming for the office staff to continually chase for dinner money – by letter, phone call or in person. It is also highly embarrassing for all concerned and occasionally it can have a negative effect on our relationships with staff and families.

We believe that a 'zero-tolerance' approach is the fairest system. We understand that it may seem a very hard stance as there has been a culture of debt tolerance. However, going forward, we are sure that all parents/carers will support the school and ensure all the school budget is spent for the benefit of all our pupils.

Payment for School Meals

Parents/carers must pay **in advance** for school lunch by using ParentPay. If you require an activation code, this can be requested at the school office.

No-one will be provided with a school meal unless it is paid for, except students that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However this debt must be paid by the following morning and future meals must be paid in advance before any further meal is provided.

If a debt is not cleared, parents/carers must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the School Office will phone the parent/carer to ask them to pay via ParentPay or bring a packed lunch before lunchtime.

Payment for Breakfast Club

This works in the same way as school meals, and should be paid for in advance of your child attending breakfast club.

If Payment Has Not Been Made - If a child has taken a meal which has not been paid for or has not paid for attending Breakfast Club, the parents/carers will be sent a reminder text detailing how much is owed. If no payment is received, a letter will be sent.

If payment is still not received a further letter will be sent detailing the consequences of non-payment and a final date by which payment must be made.

The school will work closely with parents/carers in working out a form of payment plan to help resolve the situation.

Consequences of Non Payment for Services

If payment of the debt is not received, the Principal reserves the right to begin legal proceedings through NYCC Legal Services to recover the debt. It is **not** the responsibility of the school to provide lunch for pupils. It is the responsibility of the parent/carer to provide a meal, either a school lunch or a packed lunch.

Conclusion

We hope that by implementing this debt policy we are able to help parents/carers manage their school debts effectively, reduce administration time and costs involved chasing dinner money debts and at the same time ensure that school budgets are used correctly for the education of its pupils.

We do appreciate that the vast majority of parents are supportive with this, however there are a significant minority that are not, and whilst we appreciate that it is sometimes difficult to budget for, as a school we need to keep the debt to a minimum.

Yours sincerely

Mr P Prest