

The Orchard Primary School

Orchard Road, Hounslow
Middlesex, TW4 5JW



Tel: 0208 570 6247
Fax: 0208 577 0563
Web: www.orchardprimary.com
Email: office@tops.hounslow.sch.uk

Head Teacher: Mrs. Christine Haslam

School Meals Debt Policy for Parents

- 1) As from 1st September 2016, The Orchard Primary School has adopted a strict NO DEBT policy relating to the school meal service.
- 2) 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 by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.
- 3) No parent would take their child to a cafe and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please contact Mrs Manku in the Medical room. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application from the school or by contacting any of the above numbers.

Free School Meal eligibility checking service on 0116 3056588 or 0116 3057093,
alternatively visit www.schoolfoodsupportservice.co.uk

- 4) Parent/s must pay in advance for the school lunch via ParentPay.
- 5) Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. 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 and future meals must be paid in advanced before any meal is provided.
- 6) If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the School Business Manager will phone the parent to ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.
- 7) If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.

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

