



Nurture Strive Achieve

Tichborne Way Rowner Gosport P013 OBN
Telephone: (01329) 280299 Fax: (01329) 285428

E-mail: headteacher@rowner-jun.hants.sch.uk Website: rownerjunior.co.uk

Headteacher: Miss Kerry Payne BA (Hons)

14th July 2016

Dear Parents/Carers,

Re: Debt Policy

Unfortunately due to an increase in the number of school meals that are regularly not being paid for, from 6th September, Rowner Junior School will adopt a NO DEBT policy relating to school meals, Breakfast Club and After School Child Care fees. This is to ensure that the school budget is used for the benefit of all our pupils and efficient running of the school. The school budget has to be used to clear debt incurred by parents ordering meals for their child or use of the breakfast or after school child care club and not paying for these services. As a consequence, money, which should be spent on children's education, is being used to fund unpaid meals and provide childcare. I am certain that you would agree this is unfair and unacceptable.

School lunches **must be paid for in advance**. Payments can be made in a variety of ways: in cash to the school office, sent in with your child, or online using a credit or debit card. Please see the school office for further details about online payments. Children will not be provided with a school lunch unless it is paid for, except those that are entitled to Free School Meals. If you think you are entitled to Free School Meals, please ask at the school office for a form to check your eligibility. This allowance is a statutory right and it is important that you use it if you qualify.

If a parent/carer forgets to pay in advance for their child(ren)'s school meals, the school will contact you and grant a one-off debt allowance of one meal. However this debt **must** be paid the next morning at the latest and further meals for the week paid in advance. If this debt is not cleared, then you must provide your child with a packed lunch until all outstanding debts have been paid. Parents who ignore this will be contacted in the morning and asked to bring in sandwiches or the outstanding payment.

Similarly, payment for breakfast club and after school child care club will need to be received by the school in advance. Again a one-off debt allowance will be granted but the service will cease to be available until the debt is cleared.

I am certain that by implementing this debt policy, we can help parents/carers manage school dinner money better and, at the same time, ensure that the school budget is used directly for our pupil's education. Please do not hesitate to contact me if you have any concerns.

Yours sincerely,

Kerry Payne

Kerry Payne
Headteacher