



# Glen Hills Primary School

## Debtors Policy

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Glen Hills Primary School has adopted the following procedure for payment of school meal debts and other incurred debts.

School meal debts are incurred by the school and they have to be paid from the school budget.

Consequently, all school meals have to be paid for by the parents / carers unless the pupil is in receipt of free school meals.

If a parent has a dinner debt of over two days, we do not have to provide a pupil with a school meal (School Meals Service September 2011).

In the first instance, we will contact the parent to remind them they need to pay for the debt. We will also ask that the parent brings in a packed lunch for their child. Failing this, we will carry out our duty of care and ensure the child has a meal at school but will aim to recover the costs to the school.

Glen Hills reserve the right to begin legal proceedings against a parent who continually does not pay for their child's lunches and if needed, Social Services may be contacted as the parent is not providing food for their children at lunchtime.

We also reserve the right to recover costs to the school for monies owing for trips and residential visits. As a member of the Fosse Trust, we reserve the right to continue contacting the parent/s if their child has left the school and transferred to South Wigston high School.

Policy	Payment for school meals
Reviewing Committee	<i>Management Committee</i>
Last Reviewed	<i>September 2014</i>
Ratified by Governing Body	<i>September 2014</i>

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