



# Glen Hills Primary School Debt Policy

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Adopted by Glen Hills Primary School on:	Date: 11 October 2022
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	1.0

## **School Debt Policy for Parents**

Glen Hills Primary School has adopted a strict NO DEBT policy relating to any monies owing to the 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 by parents. This is unacceptable and we request that all parents give this policy their full support. No parent would take their child to a restaurant 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 the School Food Support Service Free School Meal eligibility checking service on 0116 305 5417, or alternatively visit <https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals>. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application either at the school office or by contacting the above number.

**Parents must pay in advance** for all meals, activities and services due using ParentPay (online payment facility).

Children will not be provided with a school lunch for any meal debts which remain outstanding at the end of each week, except those that are entitled to free school meals.

If the debt remains uncleared, parents must either provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the school will text the parent to ask them to pay online immediately. Otherwise they must provide a packed lunch before lunch time.

If payment of the debt is not received by the stated date, the school reserves the right to begin legal proceedings against parents to recover the debt.

Unpaid debts may result in your child not being able to attend the activity for which money is owed, or future residential/school trips until the debt is cleared in full.

A payment plan can be put in place for substantial debt in agreement with the school.

We hope you understand that by implementing this debt policy we are able to help parents manage school money, and therefore school funds are used for the children's learning and not debt recovery.

If you have any concerns, please contact the school office.