

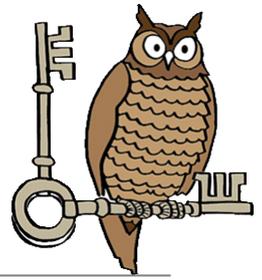


Short Heath Junior School

Short Heath Federation

Pennine Way, Short Heath, Willenhall. WV12 4DS
Tel: 01902 368499

Executive Headteacher Mrs. C. Draper : Head of School: Miss S. Harris



www.short-heath.walsall.sch.uk

16th January 2018

Dear Parent/Carer,

School Meals Arrears Payment

As from 1st December 2017, Short Heath Federation has adopted a strict NO DEBT policy relating to the school meal service. There are currently 72 families who in total owe school £1714. This policy has been agreed by the Federation's Governing Body and our Parent Council.

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 expect that all parents give this policy their full support.

No parent would take their child to McDonald's 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 office for further information and advice. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application at the school office.

Parent/s must pay in advance for the school lunch using any of the methods of payment outlined below:

- Online using sQuid **THIS IS OUR PREFERRED METHOD**
- Send cash or cheque in a marked envelope

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 up to 3 meals. However this debt must be paid next day and future meals must be paid in advance before any meal is provided.

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 Head of School or school office will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received by the next day, the Executive Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime. All other avenues would be pursued by school before these measures were implemented.

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 available.

If you are currently in arrears, you will be receiving a separate letter from me with details of your current arrears and a deadline by which these arrears should be paid. Failure to do so could result in your child not being provided with meals. We are of course happy to have a private conversation with you if you want to come to some arrangement to repay the arrears over a period of time. However, it is crucial that a payment is made to school immediately.

If you have any concerns please don't hesitate in contacting me.

Yours sincerely,

Cathy Draper
Executive Headteacher
Short Heath Federation