

## **SCHOOL MEALS - DEBT POLICY**

Brookdale Primary School has adopted a strict NO DEBT policy relating to the provision of school meals. Parents should aim to pay **IN ADVANCE** for school meals via Parentpay. However, if debts are incurred, the school budget has to pay for them. This means that money which should be spent on the children's education is having to be used to pay for debts incurred by parents.

### **DEBT COLLECTION PROCESS**

Parent will be advised of any outstanding debts by the following methods:

- A weekly balance reminder from Parentpay - sent home every week via email
- If debt reaches £50, you will receive a letter from Headteacher
- If no payment is made within a 14-day period a final debt letter will be sent from the Headteacher
- If the debt is not cleared within a further 14-day period then you will receive a telephone call from Headteacher to discuss repayment of the funds

Any child leaving Brookdale Primary School with a debt, and who still has a sibling with us, will have the debt will be transferred over to the sibling's account.

### **FREE SCHOOL MEALS**

If you are claiming any of the below benefits you may be entitled to a Free School Meal for your child:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you would like us to carry out a Free School Meal check, please call the school office who will be happy to do this for you.

If you are struggling to make payments for your child's/children's school meals then please talk to us and we will try our very best to help.