



Harcourt Primary School

Biggins Wood Road, Folkestone, Kent. CT19 4NE
Tel: Folkestone (01303) 275294
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PROTOCOL FOR SCHOOL MEALS DEBTS

From 6 September 2010 Harcourt Primary School have adopted the following protocol for school meal debts.

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 has to be used to pay for debts incurred by parents/carers. The school budget cannot support this debt.

Children will not be provided with a school dinner unless it is paid for in advance, unless they are entitled to free school meals.

Parents/carers must pay for the school dinners for that week on Mondays.

If parents/carers have not paid for a child's school dinners, we will write to you after one week.

If parents/carers have not paid the debts after two weeks, the Family Liaison Officer will ring the parents/carers to inform them that the school will not provide a school dinner and ask you to provide a packed lunch before dinner time.

If parents/carers still do not pay the debt, the Headteacher will write to parents/carers to explain that the school will begin legal proceedings against the parents/carers to recover the debt.



Head Teacher: Miss A Dakin BA Hons NPQH





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Dear Parents/Carers

Re: School Dinner Money Protocol

As from 6th September 2010 we are adopting a new school dinner money protocol. I have enclosed a copy of this for your perusal and information.

Please note that this protocol will be followed strictly.

Yours sincerely

Miss A Dakin
Headteacher

End.



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