



Mesne Lea Primary School

Working together for individual excellence

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18/06/2021

RE: Outstanding balance on Parent pay account

Dear Parents/Carers,

Unfortunately, we have noticed an increasing number of School Meal accounts, which remain unpaid despite repeated reminders from our busy office team.

School dinners are no different to any other business in that meals have to be paid for by someone. The school must cover these debts owed to City Wide at Salford Council from our own school budget.

This means that those parents who do not pay for their children's school meals are affecting every child in the school as these debts have to be met from the school's already limited funding.

We would like to thank the majority of our parents who do pay promptly and keep their account balance up to date. However, to ensure that our pupils are not adversely affected by the cost of these debts we have no alternative but to take a "zero tolerance" approach going forward.

In accordance with City Wide's fee policy, if school meals are not paid within one week, then parents will be contacted by the School Office team. Failure to pay after two weeks will result in City Wide putting a hold on a child accessing school meals.

In the event that an account has an outstanding balance, which we appreciate can happen through some oversight, we will notify parents immediately.

Any accounts still in debit by Friday 25th June, will no longer from 28th June be able to receive a school meal until the amount is paid.

If you are facing any financial difficulty, we ask that you contact the school office as soon as possible.

Best wishes,

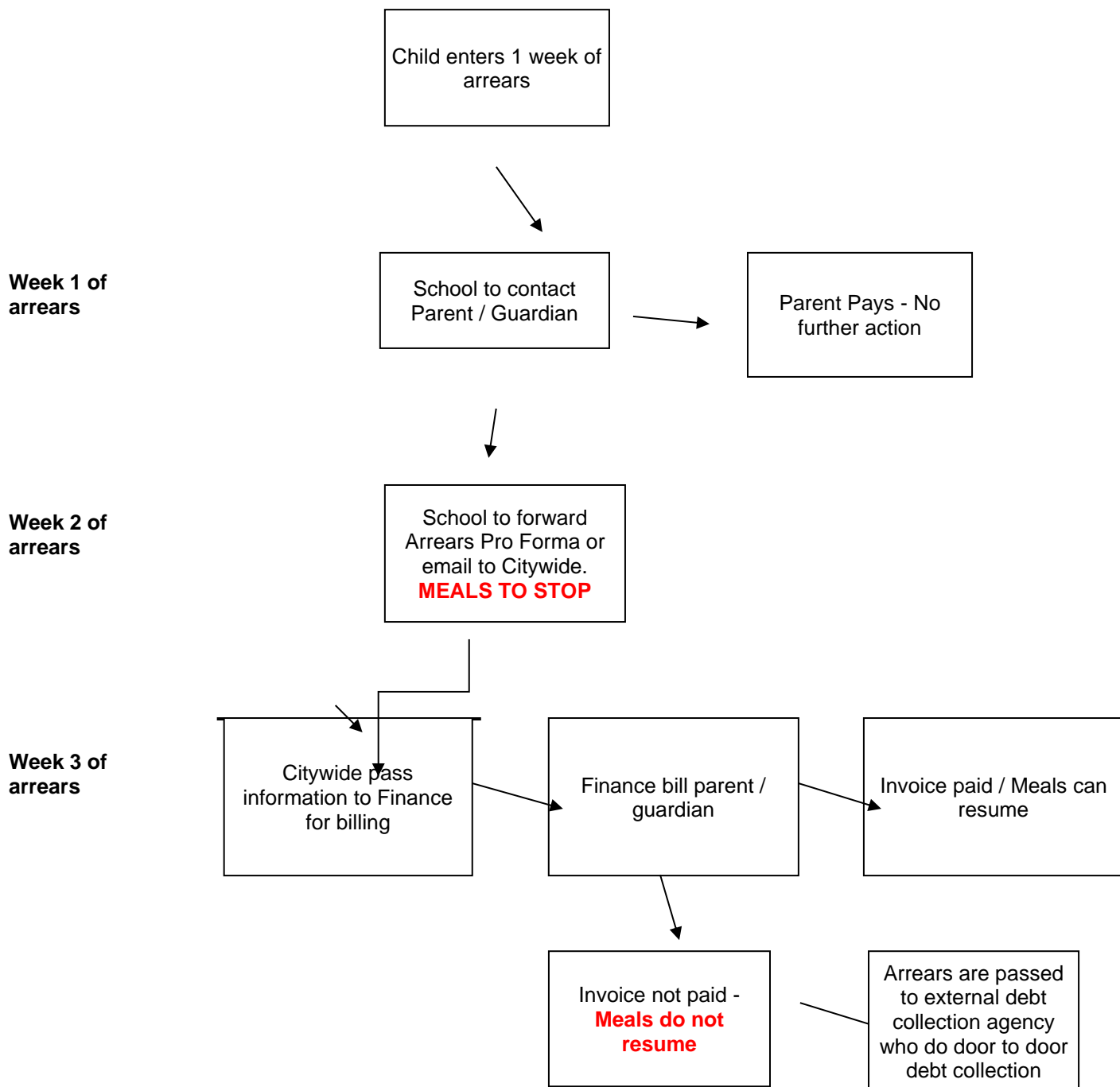
A Nelson

Ms. Nelson

Head teacher



CITY OF SALFORD POLICY
DINNER MONEY ARREARS



Arrears below £10 school should deal with

Arrears below £15 a manual invoice will be raised, parent to pay school who will notify Lyn Monaghan on receipt of payment

Maximum invoice should be around £21 ie 2 weeks @ £2.10 in a Primary School

If school wishes a child to receive a meal after the 2 week period - **SCHOOL MUST FUND**

Any arrears in excess of £21 may be billed to the school.

Any school leaver with arrears in excess of £210 will be billed to the school.

School to notify Citywide if any arrears are paid direct to school

School to notify Citywide if any arrears are paid via parent pay, school comms etc.



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School will receive a termly debtor list detailing all outstanding debts - please notify Citywide if this needs amending

School to notify Citywide if any pupils with debt leave the school - these debtors will then be removed from the debtor list

