


Policy:	School Wraparound (Breakfast and After School Club) and Dinner Debt Policy September 2025	
Status:	Non Statutory	
Review Date:	3 yearly - September 2028	

St Botolph's C of E Primary School has adopted a NO DEBT policy relating to wraparound care and school dinners provided by the school meal service.

If wraparound care and school dinners are not paid for, debts are incurred, then the school 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 request that all parents give this policy their full support.

School dinners:

No parent would take their child to McDonalds 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 office for more details.

Parents should pay in advance (on a Monday morning) for the school meal by pre-payment on Parent Pay.

We are aware however that on occasions a parent genuinely forgets to pay in advance or a child forgets their packed lunch. Where this is the case a meal will always be provided.

If children order hot dinners and they haven't been paid for in advance, school will grant a debt allowance to the MAXIMUM of 1 week's costs. Parents will receive a text message/letter at the end of that week and if the debt is not cleared on the Monday, parents must either provide a packed lunch or take the child home for lunch. If the debt payment is not received nor a packed lunch provided, the school will phone the parent to ask them to come to school with the money/provide sandwiches before lunchtime or arrange to take their child home for lunch.

(See Appendix A for letters 1 & 2)

Wraparound:

Wraparound care should also be booked and paid for in advance by pre-payment on Parent Pay.

We are aware however that on occasions a parent genuinely forgets to pay in advance or is delayed for some reason and where this is the case we would always accept the child into wraparound and take care of them until collected.

If pupils attend wraparound care without it being booked in advance, school will grant a debt allowance to the MAXIMUM of 1 week's costs. Parents will receive a text message/letter at the end of that week and if the debt is not cleared on the Monday, pupils will not be able to attend further wraparound care and

parents/carers will be expected to collect their child/children at the end of the school day, which is 3:20pm. If parents/carers fail to collect their child/children at 3:20pm, we will telephone the contacts given to us by parents/carers in order to arrange collection of the child/children.

(See Appendix B for letters 1 & 2)

Failure to pay debts:

If payment of the debt is not received following the text message/informal reminder, the Head Teacher and if necessary the Governing Body, will send a formal letter. Failure to comply with any of this, the Governing Body 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 or not carrying out their responsibility of care by collecting their child/children from school.

We hope that by implementing this debt policy we are able to help parents manage their costs better and at the same time, ensure that all money that is available is for children's learning.

APPENDICES: Letters to Parents/carers

A – Dinner debt letters 1 & 2

B – Wraparound letters 1 & 2

APPENDIX A: Dinner debt letters 1 & 2



St. Botolph's CE Primary School
New day endless possibilities!



Address: Forest Street, Shepshed, Loughborough, Leics. LE12 9DA

Email: office@st-botolphsprimary.org

Telephone: 01509 503387

DINNER DEBT: LETTER 1

Date

Dear Parent/carer

We are writing to let you know that there is currently a debt of £xxx on your school meal account for xxx. It is urgent that you clear this debt as soon as possible, as, if it remains unpaid, we may be unable to provide further meals in school for your child/ren. This means that you will have to provide a packed lunch for your child/ren, until such time as the debt is cleared. Please refer to our School (Wraparound and Dinner) debt policy for more information. The policy can be found on our website.

If you are having difficulties clearing the dinner debt, please contact us so that we can make suitable arrangements with you.

Best wishes,

St Botolph's CE Primary School



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DINNER DEBT: LETTER 2

Date

Dear Parent/carers

Further to our letter dated xxx, we are writing to advise you that since the dinner debt of £xxx remains unpaid, we are no longer able to provide school meals for your child/ren. Please refer to our School (Wraparound and Dinner) debt policy for more information. The policy can be found on our website. Please ensure suitable arrangements are made to provide a packed lunch from home for your child/ren.

If the debt continues to remain unpaid, we will refer it to xxx in order for us to reclaim the outstanding amount.

Kind regards,

St Botolph's CE Primary School

APPENDIX B: Wraparound letter 1 & 2



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WRAPAROUND DEBT: LETTER 1

Date

Dear Parent/carer

We are writing to let you know that there is currently a debt of £xxx on your wrap around care for xxx. It is urgent that you clear this debt as soon as possible, as, if it remains unpaid, we may be unable to provide further wraparound care for your child/ren. Please refer to our School (Wraparound and Dinner) debt policy for more information. The policy can be found on our website.

If you are entitled to Universal Credit you can use this to pay some of your costs, however our understanding is that you have to pay the invoice first and then claim up to 85% of the cost back from them. There is a link attached to this letter which explains more:

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

If you are having difficulties clearing the wraparound debt, please contact us so that we can make suitable arrangements with you. If we have not heard from you within 14 days of this letter, we will be unable to provide further wraparound care.

Best wishes,

Wraparound Manager



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WRAPAROUND DEBT: LETTER 2

Date

Dear Parent/carer

Further to our letter dated xxx, we are writing to advise you that since the wraparound debt of £xxx remains unpaid, we are no longer able to offer wraparound care for your child/ren. Please refer to our School (Wraparound and Dinner) debt policy for more information. The policy can be found on our website.

Please ensure suitable arrangements are made to collect your child/ren from school at 3:20pm each day.

If the debt continues to remain unpaid, we will refer it to xxx in order for us to reclaim the outstanding amount.

Kind regards,

xxx

Wraparound Manager