



Winterbourne Junior Girls' School

Debt Policy

As from 18 October 2011, at the direction of the Local Authority, Winterbourne Junior Girls' School adopted a strict no debt policy. 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 or staff. Every parent will agree that this is unacceptable and we request that all parents and staff give this policy their full support.

School Lunch

If parents/carers believe that their children may qualify for Free School Meals, please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application. Free meal entitlement will only apply from the date the school receives the response from the local authority. It cannot be backdated.

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

- Credit/Debit Cards online using ParentPay
- PayPoint Cards (£1.80 including VAT and are available to order from the school office)
- PayPoint letters (which the school can print off in the office)
- Cash will be taken at the office as a last resort only

The PayPoint methods of payment can take up to two working days to appear on the account. Until the account is in credit, a meal will not be provided, unless a receipt with proof of payment is shown at the school office.

Children/staff/visitors will not be provided with lunch unless it is paid for. If a parent/carer genuinely forgets to pay in advance, contact must be made with the school office. The school may grant a debt allowance of one meal, but this debt must be paid for the next day and future meals must be paid for in advance before any more meals are provided.

If the debt is not cleared, parents must provide a packed lunch. When a debt payment is not received nor a packed lunch provided, the school office will contact the parent/carer to ask them to pay online immediately. In this situation the child will be offered a snack in lieu of a meal that day.

School Clubs and Trips

Payment for all clubs and trips should be made in advance. Individual letters for trips will be printed with a unique barcode that can be used at PayPoint stores. It will also have a reminder of username/password for online payments. Cash will be taken at the office as a last resort only.

Long Term Debts

The school, with the support of the Governing Body, will continue to pursue monies owed as far as practicable. We also understand that parents may find themselves in difficult circumstances on occasion, and would urge parents to make early contact for a confidential discussion.



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ParentPay Accounts

We understand that on occasion a parent/carer may have funds on one pupil's ParentPay account but be in debt for another sibling. With the parent/carer permission, we can move money between sibling accounts.

The school reserves the right to charge an administration fee for any meal debts that remain at the end of any term.

If you have any concerns please do not hesitate to contact the school office on 020 8684 3532 or office@winterbournegirls.croydon.sch.uk

Agreed at Full Governing Body 20th November 2018.