



# **Ysgol Gynradd Gymraeg Rhosafan**

## **Polisi Dyled Arian Cinio Dinner Money Debt Policy**

## Polisi Dyled Arian Cinio

Ysgrifennwyd y polisi hwn er mwyn helpu ein hysgol i fabwysiadu ymagwedd gyson at ddyledion a geir gan rieni a gofalwyr y mae eu plant yn cael cinio ysgol. Mae'n egluro ac yn cadw cysondeb o ran rheoli'r dyledion, a bydd hefyd yn helpu rhieni i ddeall yr hyn a ddisgwylir ohonynt.

Weithiau bydd angen penderfynu a ddylid gwrthod rhoi pryd o fwyd i blentyn yn yr ysgol os nad yw wedi talu amdano. Fodd bynnag, nid yw'r gwasanaeth prydau ysgol yn wahanol i unrhyw fusnes arall ac mae angen i rywun dalu am y prydau.

Dylai rhieni a gofalwyr ddeall er enghraifft na allant fynd â'u plant i fwytai e.e. McDonalds a disgwyl cael bwyd heb dalu amdano. Er hyn, mae lleiafrif o rieni'n disgwyl i'r ysgol roi bwyd i'w plant heb iddynt dalu amdano. Mae'r system Prydau Ysgol Am Ddim ar gael ar gyfer rhieni na allant fforddio talu am brydau ysgol, nid oes esgus.

Gall gymryd llawer o amser i staff y swyddfa ofyn am yr arian gan rieni neu ofalwyr yn gyson - trwy anfon neges destun neu lythyron, trwy ffonio neu'n bersonol. Mae hefyd yn codi cywilydd ar bawb sy'n gysylltiedig â'r sefyllfa a gall gael effaith negyddol ar ein perthnasau â theuluoedd.

Mae llywodraethwyr Ysgol Gynradd Gymraeg Rhosafan yn teimlo mai'r system orau fyddai ymagwedd 'dim goddefgarwch'. Deallwn ei fod yn ymddangos bod gennym agwedd lem gan ein bod wedi goddef dyledion cyn hyn a bydd hyn yn anodd ei roi ar waith. Fodd bynnag, bydd yn hawdd i'w gynnal unwaith y bydd rhieni'n sylweddoli bod ysgolion ond yn gallu rhoi prydau am ddim i blant sy'n gymwys am PYDd. Mae ein system arian cinio'n dangos dyledion yn syth, felly bydd yn hawdd i ni gadw cofnod ohonynt.

Bydd yr ysgol yn sicrhau bod rhieni'n ymwybodol o'r polisi hwn yn y ffyrdd canlynol:

- Neges destun/llythyr at rieni/gofalwyr
- Nodiadau atgoffa yng nghylchlythyr yr ysgol
- Prosbectws yr ysgol
- Gwefan yr ysgol

Bydd hyn yn sicrhau bod pob rhiant a gofalwr yn derbyn yr un neges mewn ffordd gyson. Gwneir hyn o leiaf unwaith y flwyddyn, ac yn fwy cyson pan gaiff ei gyflwyno yn y lle cyntaf.

Darperir copi o'r polisi i bob rhiant a gofalwr.

Atodir y llythyr at rieni fel Atodiad 1.

### **Gwybodaeth Allweddol**

1. Darperir copi o'r polisi dyled i bob rhiant a gofalwr.
2. Bydd angen talu am ginio ysgol ymlaen llaw trwy Parent Pay.
3. Ni ddylid anfon plentyn i'r ysgol heb arian yn ei gyfrif a disgwyl iddo dderbyn pryd o fwyd.
4. Dylai rhieni a gofalwyr nad ydynt am i'w plentyn gael cinio ysgol roi pecyn cinio iachus iddo.

## **Rhoi'r polisi dyled ar waith**

### **Lefel 1**

Dangosydd: Mae cyfrif plentyn yn mynd i ddyled

Gwiriad 1 a yw'n blentyn PYDd, ac a yw'r dyddiadau'n gywir?

Gwiriad 2 a yw'n bosib nad yw'r taliadau wedi'u credydu?

Gwiriad 3 a yw'r rhiant/gofalwr yn talu'n brydlon fel arfer, ac nid yw hyn yn digwydd fel arfer?

#### **Gweithrediad 1:**

- Anfon nodyn atgoffa caredig trwy neges destun neu lythyr - Atodiad 2

### **Lefel 2**

Dangosydd: Mae'r plentyn yn dod i'r ysgol heb dalu'r ddyled a heb becyn cinio

Gwiriad 1 a yw'n blentyn PYDd, ac a yw'r dyddiadau'n gywir?

Gwiriad 2 a yw'n bosib nad yw'r taliadau wedi'u credydu?

Gwiriad 3 a yw'r rhiant/gofalwr wedi cysylltu?

#### **Gweithrediad 2: Cyswllt personol**

- Bydd rhywun yn ffonio'r rhiant/gofalwr i ofyn iddynt dalu'r ddyled neu ddod â phecyn cinio cyn amser cinio

### **Lefel 3**

Dangosydd: Nid yw'r rhiant/gofalwr wedi cydymffurfio ag unrhyw opsiwn

Gwiriad 1 a yw'n blentyn PYDd, ac a yw'r dyddiadau'n gywir?

Gwiriad 2 a yw'n bosib nad yw'r taliadau wedi'u credydu?

Gwiriad 3 a yw'r rhiant/gofalwr wedi cysylltu?

#### **Gweithrediad 3: anfon llythyr dyled llym**

- Bydd y Pennaeth yn anfon y llythyr olaf - Atodiad 3

### **Lefel 4**

Dangosydd: Mae'r rhiant yn parhau i beidio â chydymffurfio ag unrhyw opsiwn

Gwiriad 1 a yw'n blentyn PYDd, ac a yw'r dyddiadau'n gywir?

Gwiriad 2 a yw'n bosib nad yw'r taliadau wedi'u credydu?

Gwiriad 3 a yw'r rhiant/gofalwr wedi cysylltu?

#### **Gweithrediad 4: cymorth gan asiantaethau allanol**

- Arweiniad gan yr awdurdod lleol, Llys Hawliadau Bychain, Gwasanaethau Cymdeithasol.

## **ATODIAD 1**

Annwyl Rieni/Ofalwyr

### **Polisi Dyled Arian Cinio**

Yn anffodus, oherwydd bod cynnydd yn nifer y prydau bwyd ysgol nad ydym yn derbyn tâl rheolaidd amdanynt, bydd Ysgol Gynradd Gymraeg Rhosafan yn mabwysiadu polisi **DIM DYLED** (gweler atodiad) mewn perthynas â phrydau ysgol o 3 Medi 2018.

Os byddwch yn mynd i ddyled, mae cyllid yr ysgol yn talu amdano. Mae hyn yn golygu bod arian yn cael ei wario ar brydau ysgol nad ydych wedi talu amdanynt yn lle cael ei wario ar addysg y plant. Rwy'n siŵr y bydd pawb yn cytuno bod hyn yn annerbyniol a gobeithiwn y bydd pob rhiant yn cefnogi'r polisi hwn yn llawn.

Os ydych yn meddwl eich bod yn gymwys i gael Prydau Ysgol am Ddim, cysylltwch â'r awdurdod lleol am fwy o fanylion. Mae'r lwfans hwn yn hawl statudol ac mae'n bwysig eich bod yn ei ddefnyddio os ydych yn gymwys.

Bydd angen talu am ginio ysgol ymlaen llaw trwy Parent Pay.

Os yw rhiant yn anghofio i dalu ymlaen llaw, gall yr ysgol ganiatáu dyled am un pryd o fwyd. Fodd bynnag, anfonir neges destun neu lythyr adref er mwyn atgoffa'r rhiant neu'r gofalwr bod arnynt arian am y pryd a bod angen talu'r ddyled y diwrnod canlynol, a bod angen talu am bob pryd o fwyd a ddarperir ymlaen llaw.

Os na thelir y ddyled, bydd angen i rieni ddarparu pecyn bwyd. Mewn achos lle ni dderbynnir taliad ac ni ddarperir pecyn cinio, bydd y swyddfa'n ffonio'r rhiant er mwyn gofyn iddo dalu neu ddarparu pecyn cinio cyn amser cinio.

Os na thelir y ddyled erbyn y diwrnod canlynol, mae gan y Pennaeth yr hawl i roi gwybod i Gadeirydd y Llywodraethwyr/Pwyllgor Cyllid, a all dechrau achos llys yn erbyn y rhieni er mwyn talu'r ddyled. Gall y Gwasanaethau Cymdeithasol hefyd gael gwybod nad yw'r rhieni hyn yn cymryd cyfrifoldeb gofal trwy beidio â darparu bwyd i'w plant yn ystod amser cinio.

Gobeithiwn y gallwn helpu rhieni i ymdopi'n well ag arian cinio trwy roi'r polisi dyled hwn ar waith, a sicrhau bod yr holl arian ar gyfer addysg y plant ar gael.

Os oes gennych ymholiadau, mae croeso i chi gysylltu â mi.

Yn gywir,

**Mrs J Griffiths**  
**Pennaeth/Head Teacher**

Amg.

## ATODIAD 2

Annwyl Riant/Ofalwr,

### Parthed: Ôl-ddyledion Arian Cinio

Hoffwn roi gwybod i chi bod gan gyfrif arian cinio XXXX ôl-ddyledion gwerth £XXX

Fel a nodwyd yn y llythyr diwethaf, ynghyd â'r wybodaeth sydd ar wefan yr ysgol, mae Ysgol Gynradd Gymraeg Rhosafan yn gweithredu Polisi Prydau Ysgol **DIM DYLED**. Felly, talwch y ddyled yn syth os gwelwch yn dda. Yn anffodus, ni all yr ysgol ddarparu mwy o brydau nes i chi dalu'r ddyled a bydd angen i chi gasglu XXXX o'r ysgol er mwyn mynd adref yn ystod amser cinio, neu bydd angen i chi ddarparu pecyn cinio nes eich bod wedi talu'r arian.

Noder y dylid talu am yr holl brydau ymlaen llaw ar ddydd Llun bob wythnos trwy Parent Pay. Os ydych chi eisoes wedi talu'r ddyled, anwybyddwch y llythyr hwn.

Hoffem achub ar y cyfle hwn i ddiolch i chi am eich cydweithrediad ar y mater hwn. Os oes gennych unrhyw ymholiadau, mae croeso i chi ffonio'r ysgol ar 01639 896338.

Yn gywir,

**Mrs J Griffiths**  
**Pennaeth/Head Teacher**

### **ATODIAD 3**

Annwyl Riant/Ofalwr,

#### **Parthed: Ôl-ddyledion Arian Cinio**

Fel y gwyddoch, cyfanswm y ddyled arian cinio ysgol ar gyfer XXX yw (**amount owed**) erbyn hyn ac, o ganlyniad, ni allwn adael i'r cyfanswm gynyddu heb eich bod chi'n cytuno i dalu cyfanswm y ddyled.

**Talwch y cyfanswm trwy Parent Pay erbyn (deadline date) fan bellaf neu cysylltwch â'r ysgol yn syth er mwyn trefnu cynllun talu er mwyn lleihau'r ddyled erbyn dyddiad penodol. Os nad ydych yn trefnu i dalu'r cyfanswm, gall hyn arwain at achos llys er mwyn adennill y ddyled.**

Noder ni fyddwn yn gallu darparu prydau bwyd i XXXX nes bod y ddyled wedi'i thalu neu fod cynllun talu ar waith, a bydd angen i chi roi pecyn bwyd iddo/iddi neu gasglu'r plentyn bob dydd yn ystod amser cinio.

Fel y gwyddoch, cyfrifoldeb y rhiant neu'r gofalwr yw sicrhau bod eich plentyn yn derbyn pryd o fwyd yn ystod amser cinio felly os nad yw'ch plentyn yn derbyn pryd, bydd angen i ni geisio cyngor gan y Gwasanaethau Cymdeithasol mewn perthynas â'n pryderon.

Mae angen talu am bob cinio ysgol ymlaen llaw trwy Parent Pay. Os ydych yn meddwl eich bod yn gymwys i Brydau Ysgol am Ddim ar gyfer XXXX, cysylltwch â'r ysgol. Fodd bynnag, bydd angen i chi dalu unrhyw ddyled cyn dechrau hawlio'r prydau ysgol .

Yn gywir,

**Mrs J Griffiths**  
**Pennaeth/Head Teacher**

## School Meals Debt Policy

This policy has been written to help our school adopt a consistent approach to debt incurred by parents and carers whose children have school dinners. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

There will occasionally be a decision to be made about whether a child should be refused a meal in school if they have not paid. However, the school meals service is no different to any other business and the meals must be paid for by someone.

Parents and carers should be able to relate to the situation that they cannot take their child to a restaurant e.g. McDonalds and expect them to be given food without paying. Yet a minority of parents in the school expect us to provide food for their children without paying for it. The Free School Meals system is there for parents who cannot afford school meals, there should be no excuses.

It is very time consuming for the office staff to continually chase parents or carers for money - by text, letter, and phonecall or in person. It is also highly embarrassing for all concerned and occasionally it can have a negative affect on our relationships with families.

The Governors at Ysgol Gynradd Gymraeg Rhosafan feel that a system that works best is a 'zero tolerance' approach. We understand that it may seem a very hard stance as there has been a culture of debt tolerance and that this will be tough to implement. However, it will become easy to maintain once parents realise schools can only offer free meals to children whose parents qualify for FSM entitlement. Our dinner money system highlights debt immediately so keeping track will be easy.

The school will make parents aware of this policy in the following ways:

- A text/letter to parents/carers
- Reminders in the school's newsletter
- The school prospectus
- The school website

This will ensure that all parents and carers get the same message in a consistent way. This will be done at least once a year, more often when it is first introduced.

All parents and carers will be provided with a copy of the policy.

The letter to parents is attached as Appendix 1.

### **Key Information**

5. All parents and carers are provided with a copy of the debt policy.
6. All school lunches must be paid for in advance via Parent Pay.
7. No child should be sent to school without money in their account and expect to be given a meal.
8. Parents and carers who do not want their child to have a school lunch, should provide a healthy packed lunch.

## **Debt policy implementation**

### **Level 1**

Indicator: A child's account goes into debt

- Check 1 is this a FSM child, are dates correct?  
Check 2 is there a possibility that payments have not been credited?  
Check 3 does the parent/carer normally pay on time, is this just a one off?

### **Action 1:**

- Send a 'gentle' debt reminder via text/letter - Appendix 2

### **Level 2**

Indicator: A child comes to school again without the debt being paid or a packed lunch

- Check 1 is this a FSM child, are dates correct?  
Check 2 is there a possibility that payments have not been credited?  
Check 3 has the parent/carer made contact?

### **Action 2: Personal contact**

- Someone will phone the parent/carer to ask them to pay or bring sandwiches in before lunch time

### **Level 3**

Indicator: The parent/carer does not comply with any of these options

- Check 1 is this a FSM child, are dates correct?  
Check 2 is there a possibility that payments have not been credited?  
Check 3 has the parent/carer made contact?

### **Action 3: send strong debt letter**

- The Head Teacher will send a final letter - Appendix 3

### **Level 4**

Indicator: The parent consistently does not comply with any of these options

- Check 1 is this a FSM child, are dates correct?  
Check 2 is there a possibility that payments have not been credited?  
Check 3 has this parent/carer made contact?

### **Action 4: bring in outside agencies**

- Local Authority to advise, Small Claims Court, Social Services.



## **APPENDIX 1**

Dear Parents / Carers

### **School Meals Debt Policy**

Unfortunately due to an increase in the number of school meals that are regularly not being paid for, as from 3<sup>rd</sup> September 2018 Ysgol Gynradd Gymraeg Rhosafan will adopt a **NO DEBT** policy (attached) relating to the school meals.

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 any unpaid meals. I am sure everybody will agree that this is unacceptable and we hope that all parents give this policy their full support.

If you believe that you may qualify for entitlement to Free School Meals please contact the local authority for more details. This allowance is a statutory right and it is important that you use it if you qualify.

School lunches must be paid for in advance via Parent Pay.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However, a text/letter will be sent home to remind the parent/carer that money is owed and this debt must be paid the next day and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office will phone the parent to ask them to pay or provide sandwiches before lunch time.

If payment of the debt is not received by the next day, the Headteacher reserves the right to inform the Chair of the Governor/ Finance Committee who may decide 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.

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

If you have any concerns, please do not hesitate in contact me.

Yours sincerely

**Mrs J Griffiths**  
**Prifathrawes/Head Teacher**

Enc.

## APPENDIX 2

Dear Parent/Carer

### Re: Dinner Money Arrears

I wish to inform you that XXXX's Dinner Money account is currently in arrears of £XXX

As outlined in a previous letter, along with information on the School's website, Ysgol Gynradd Gymraeg Rhosafan operates a **NO DEBT** School Meals Policy. Therefore, please clear the debt immediately. Unfortunately, the School is unable to provide any more meals until all the money owed is cleared and XXXX will need to be collected from school and taken home at lunchtime or a packed lunch should be provided until the money is paid.

Please note that all meals should be paid for in advance every Monday on a weekly basis via Parent Pay. If you have already cleared the debt please disregard this letter.

I would like to take this opportunity to thank you for your co-operation in this matter. If you have any queries please do not hesitate to contact the school on 01639 896338.

Yours sincerely

**Mrs J Griffiths**  
**Prifathrawes/Head Teacher**

### APPENDIX 3

Dear Parent/Carer

#### Re: Dinner Money Arrears

As you are aware the money owed for XXX receiving lunch at the school now totals **(amount owed)**, as of (date) and as a result we can no longer allow the bill to increase without an agreement to pay the full amount of the debt.

**Please clear the full amount via Parent Pay by (deadline date) at the latest or you must contact the school immediately to arrange a payment plan to reduce the debt by an agreed date. Failure to make arrangements to pay the full amount could lead to legal proceedings to recover the debt.**

Please note that until the bill is cleared or an agreed payment plan is put in place we will be unable to provide XXXX with any further meals and you will need to either provide a packed lunch for him/her or collect him/her every day for lunch.

As you know it is the parent/carer's responsibility to ensure your child receives a meal at lunch time and therefore if he/she is not receiving one we may be required to seek advice from Social Services regarding our concerns.

All schools meals must be paid for in advance via Parent Pay. If you believe you are entitled to claim Free School Meals for XXXX please contact the school, however any debt build up before the entitlement must still be cleared.

Yours sincerely

**Mrs J Griffiths**  
**Prifathrawes/Head Teacher**