

Wilburton CE Primary School

Dinner Money Debt Policy

Written: May 2019

Last Reviewed: June 2024

Next Review: June 2025

1.0 Introduction

The responsibility of ensuring school meal payments are made by parents lies with the school and the school is liable for any debts outstanding. Therefore, a policy is required to ensure school meal debts are kept to a minimum. In writing this policy, the Governors of Wilburton CE Primary School wish to implement one that ensures meals are paid for, whilst being sympathetic to Parents/Carers during financial difficulties and ensuring children still receive a meal at lunchtime.

2.0 Procedures

School meals must be paid for within one week of meals being taken. All meals for the period being paid for must be paid via the school's chosen online payment system, or cash/cheque at the school office.

Meals can be paid for on a weekly, half termly or termly basis. If parents choose to pay either half termly or termly and a debt arises at the end of the period it will be the parent's responsibility to work with the school office to locate where the error occurs.

When a child is leaving the school office shall check the balance of the child's account and refund any credit balances and obtain any debt outstanding.

If a pupil has a school meal everyday it will be assumed that on special menu days (e.g. Christmas/Easter lunch, Leavers' Day lunch) that they will take that meal. Parents will need to advise the school office if that is not the case. If a pupil does not have school meals every day the parents will need to confirm that lunch is required.

When adults are invited to lunch, meals must be booked and paid for in cash by the date given (subject to availability). No meals will be provided after this date.

If you think that your child may be eligible to receive free school meals, please refer to the following website www.cambridgeshire.gov.uk/freeschoolmeals.

3.0 Debt procedures

If payment for school meals has not been made within one week of meals being taken, then the following process will be followed:

Step 1: A "debt letter one" will be sent by email to the parents/carers (see Appendix A). This letter requests that the child is provided with a packed lunch until the debt is cleared. The School Office will ensure this is adhered to: if the child arrives at school without a packed lunch the parent/carer will be telephoned asking them to bring this into school. If no packed lunch is brought in, the Headteacher or

