



Dinner Money Policy

Willington Primary School

Version 2

Last Reviewed	June 2021
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Job Role	School Business Assistant
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V2 June 2021	Formatting review. Addition of online payments.

This document will be reviewed annually and sooner when significant changes are made to the law

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8.1 Introduction

The Willington Primary School debt policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children take school dinners. As the Local Education Authority is no longer accountable for the administration of dinner money debt, the responsibility now falls on the school to pursue instances of non-payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

8.2 Scope

With the introduction, in September 2014, of the government “Universal Free School Meals” scheme for all infant pupils, this school dinner policy is applicable to Key Stage 2 children only.

8.3 Provision of School Meals

The School Meals service is no different to any other business in that meals must be paid for. Free School Meals are available for parents who are in receipt of certain benefits. Anyone who may qualify for Free School Meals should contact the office for further information and all enquiries will be dealt with in the strictest of confidence. Information on the entitlement to Free School Meals and an application form can be found on the Derbyshire County Council website:

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

8.4 Cost and Payment of School Meals

Cost of School Meals

School meals are available to children at a cost of £2.20 per day or at no cost for those families in receipt of Free School Meals. School Meals **must** be paid for in advance. Any revision to the school meal price will be notified to parents/carers the term prior to the new charge taking effect.

Payment of School Meals

All payments must be made by Parentpay, the school online payment system. If you are unable to access the Parentpay account, please contact the school office.

8.5 Management of School Meal Debt

To ensure that the School’s budget is not adversely affected by the cost of School Meal debt, the governors consider the fairest system to all families is to pursue a ‘zero tolerance’ approach. Although this may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number.

If a child arrives at school without a packed lunch and no payment has been made on Parentpay, the school will allow a meal to be taken where it is felt that this is a temporary situation.

1. If a child takes a meal which has not been paid for, email will be sent detailing how much is owed.
2. A text message will be sent to parents once a debt of more than 3 meals has built up on their child’s account and they will be asked to pay for those meals as soon as possible.
3. No debt of more than one week per child will be allowed to incur before a request to provide a packed lunch is made.
4. If debt continues to accrue and an arrangement cannot be made to clear the debt, the school reserves the right to forward the debt onto Derbyshire County Council Debt Recovery Service which could result in legal proceedings taking place.