



School Meal Payment Policy

- Parents/carers must pay for Junior school meals IN ADVANCE either weekly, half termly or termly unless their child(ren) have a current free school meal entitlement. Payments can be made using our online payment system via ParentMail.
- Reminders will be sent on Monday mornings to parents whose accounts are not showing an advance payment of at least 1 week's meal costs.
- If payment is not received by the end of that first week the school will send a second reminder.
- If payment is still outstanding by the end of the second week then parents/carers will be notified that they will be required to send packed lunches for their child(ren) until the debt is cleared.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance from the Education Welfare Officer and/or Children's Social Services.
- If parents/carers are experiencing financial difficulties and would like to discuss it in confidence please contact the school office to make an appointment.

For Staff and Governors information only:

Date of change	Summary of significant changes and the reasons
Spring 2021	No changes
Spring 2022	Changes made to be specific about time scales