



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.
- A ParentPay system reminder will be sent on Friday mornings to parents whose accounts are not showing an advance credit of at least 2 days meal costs.
- A second reminder will be sent on Monday morning to parents whose accounts are still not showing an advance payment of at least 1 week's meal costs but there is at least a 2-day credit balance.
- Where an account has a DR balance (up to £5DR) on Monday morning an 'Arrears Advice' email will be sent. If the DR Balance is in excess of £5DR but less than a full week an 'Arrears Warning' email will be sent.
- If payment is not received by the end of that first week the school will send an 'Urgent Arrears Warning' email including HT Letter.
- If payment is still outstanding by the end of the second week then parents/carers will be notified that they will 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 2024	No changes