



## Eversley Primary School

### **School Meals Debt Policy for Parents & Carers**

Eversley Primary School uses a cashless payment system. This system makes it transparent when parents have not paid their accounts for school meals, trips etc. This policy addresses the need for dealing with debts, especially in relation to school meals.

If a parent believes that their child may qualify for Free School Meals then please contact the office for further information. The allowance for Free School Meals is a statutory entitlement and should be claimed if your child qualifies. In order to qualify, you will be required to complete an application form and provide any evidence which may be requested. Free school meal entitlement will only apply from the date the application has been approved. It cannot be backdated.

All money for school meals needs to be paid in advance.

If a parent genuinely forgets to pay in advance, the school will grant a debt allowance of 5 meals. However, this debt must be paid immediately using ParentPay including a sum for future meals.

If there is consistently insufficient funds on a child's school meal account, the parents will be required to provide a packed lunch for their child.

If there is insufficient credit on a child's accounts and a packed lunch has not been provided, the school office will contact the parent to ask them what arrangements will be made to provide lunch for the child.

Once the child has received the 5 allowance meals and a further 15 school days has passed the school reserves the right to begin debt management proceedings against parents to recover the debt. The Local Authority's Children's Services may also be informed that the parents are not carrying out their responsibility of care by not providing food for their child at lunchtime.

We appreciate that Parents and Carers may be under additional pressures and we wish to work with you if you are experiencing difficulties in paying on time. Please do liaise with the school office if you have any issues concerning payment of dinner money debt.

[Reviewed:- January 2021](#)

[Next Review Date: January 2022](#)