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**SCHOOL MEALS DEBT POLICY**

With effect from 1st November 2020, we will be following Springvale Primary School's policy relating to the school meals service – please see the summary below. From this date all school meals must be paid for in advance. **Springvale Primary school has set a maximum arrears level of £20.**

Outstanding dinner monies have to be funded from the school budget. Therefore, money which should be spent on your child/ren's education is used to pay for debts incurred by parents/carers. We hope you agree that this is not acceptable, and we request that you give this policy your full support.

If you think that your child/ren may qualify for Free School Meals, please contact the school office for more details. This is a statutory right and the school would recommend that parents access this provision if they qualify. F2 to Y2 will get universal infant free school meals automatically.

Springvale School will work with any families experiencing difficulties and will provide support where needed.

We hope that by implementing this debt policy, we are ensuring that the entire school budget is available for your child/ren's education.

**School Meals Debt Policy:**

Parents must **pay in advance** for school meals by logging onto their SchoolMoney account. If you are having problems logging into your child's account please contact the school office.

Children will be provided with school lunches up to maximum arrears level of £20. At the end of the school week, a reminder link will be issued to notify the parent/carer of the outstanding monies if any. If the debt is not cleared, parents/carers must provide a packed lunch.

If payment of the debt is not received by the next school day, Springvale Primary School reserves the right to begin legal proceedings against the parents/carers to recover the debt. Parents/carers have a duty of care to provide a lunch time meal for their child. The school would be concerned by consistent failure to provide a meal and would have to consider whether a referral to the Education Welfare Officer was necessary.

**Each school year, please ensure that any outstanding arrears are paid before the end of the Summer Term and that from 1st September this policy is adhered to and your child/ren's dinners are paid for in advance.**

If you have any concerns please do not hesitate to get in touch via the School office.

**Policy reviewed: Autumn 2026**