



Penwortham Primary **School**

School Payment Policy January 2026

Date Policy Approved: February 2026

Date Policy to be Reviewed: February 2027

Penwortham Primary School Payment Policy has been adopted to ensure that a consistent and fair approach is taken towards debt incurred by parent/carers whose children take school dinners or are in nursery. If debts are incurred and cannot be recovered, Lancashire County Council will recoup the debt through the school budget, thereby affecting the amount of money that is available to provide education to all pupils.

Provision of School Meals

Free School Meals are available for parents who meet certain criteria including the receipt of state benefits. Any parent/carer that believes they may qualify for Free School Meals should contact the school office for further information. Free School Meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so that they can receive a school meal each day. Information of the entitlement to free school meals and an application form can be found on the Lancashire County Council.

If a child's entitlement to free school meals expires or the parent/carers personal circumstances change the parent/carer must provide a packed lunch or send payment in advance for school dinner.

Cost of School Meals

School meals are available to children at a cost of £2.90 per day. Payment to be made weekly in advance via the payment portal on Scopay. Reminders will be sent to parents every term. Parents will be notified of any price increases prior to the new term.

Pre School Fees

Payments for Pre School fees

Payment to be made weekly in advance via the payment portal on Scopay.

- Parents in receipt of the Government 30 hours funding are charged for the additional time in school will be a flat fee of £32.00 per day.

Management of School Debts

To ensure that the School's budget is not adversely affected by the cost of school meal debt or pre school fee debt, the Governors consider the fairest system to all families is to pursue a consistent approach when managing parental payments. School recognises that families do experience financial difficulties from time to time. Please contact the office if you are unable to make school dinner/or pre school payments.

- Arrangements can be made to clear any debt by instalments; however, the amount should be acceptable to both the school and the parents and repayment plan will be agreed to.
- An up to date statement of account for any outstanding money is available on request from the office team.
- If payments not brought up to date within a reasonable amount of time the school reserve the right to withdraw the service. For nursery fees this means withdrawal of the nursery place. For school meals this means that parent/carer will be required to provide a packed lunch as no meal will provided in school.

Dinner Money

Message reminders will be sent weekly advising parents of the amount owing on their account. This amount must be paid in full weekly or settle in full for the half term a week before the end of each half term. If this is not paid, parents will be advised in writing that school meals will be withdrawn and that a packed lunch is to be provided on the first day back after the start of the new half term/term. If at any time the debt exceeds £50 then school reserve the right to withdraw school meals and parents will be required to provide a packed lunch for their child.

Breakfast Club/After School Club/ Dinner Money Fees

Reminders will be sent to parents advising of action required as per the timescales below:

Timescales	1 Week Overdue	2 Weeks Overdue	3 Weeks overdue	4 Weeks Overdue
Communication issued	Text message reminder/phone call	Phone call and 1st reminder letter sent – App 1	2nd reminder letter sent – App 2	Final letter – App 3
Action required	Payment made to bring account in order	Payment made to bring account in order	Arrangement to be in place by end of week 3 OR payment made to bring account in order	Payment in full
Action by school				Withdrawal of service by school Debt to be transferred to Lancashire County Council for Debt Collection actions

Appendix 1 - Letter 1

Dear Re: first Reminder – Outstanding Fees for Name, Class

Insert Name has been receiving Insert what Fee, but we have not received any nursery fees in the last two weeks. The outstanding balance on Insert Date is – £0.00. We would be grateful if payment could be arranged by Insert date.

If you have any queries regarding your outstanding arrears or you would like to speak to someone regarding payment please contact the office who will be happy to help you.

Yours Sincerely

Penwortham Primary School

Appendix 2 -Letter 2

Dear Re: Second Reminder – Outstanding Fees for Name, Class

Insert Name has been receiving Insert what Fee, but we have not received any Insert what Fee in the last three weeks. The outstanding balance on Insert Date is – £0.00. We have written to you previously on Insert date regarding this matter but we have not had any contact from you. If payment is not received in full by Insert date we will consider a payment plan to help you repay the outstanding fee.

If you have any queries regarding your nursery arrears or you would like to speak to someone regarding a payment plan please contact the office who will be happy to help you.

Yours Sincerely

Penwortham Primary School

Appendix 3 - Letter 3

Dear

Re: Third and final Reminder – Outstanding Fees for Name, Class

Insert Name has been receiving Insert what Fee, but we have not received any Insert what Fee in the last four weeks. The outstanding balance on Insert Date is – £0.00. We have written to you on two previous occasions but the debt still has not been settled. If payment is not received in full or significant steps are not made to reduce the debt by Insert date your nursery place will be terminated on Insert date and the debt will be referred to Lancashire County Council who will implement their own debt recovery procedures.

If you have any queries regarding your nursery arrears or you would like to speak to someone regarding a payment plan please contact the office who will be happy to help you.

Yours Sincerely

Penwortham Primary School