Brierley CE Primary School

School Meals Debt Policy and Procedure

Approved by Governing Body:	Autumn 2026
Last reviewed:	Autumn 2026
Next review:	Autumn 2027

Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Debt policy implementation

Key Information

1. All school lunches must be paid for in advance.

2. No child should be sent to school with no money in their account and expect to be given a meal.

3. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch.

Level 1

Indicator: A child's record shows a debt
Check 1 is this a FSM child, are dates correct?
Check 2 is there a possibility that payments have not been recorded correctly?
Check 3 does this parent normally pay on time, is this just a one off?

Action 1: Send a gentle debt reminder Appendix A

Level 2

Indicator: A child comes to school again without the debt being paid or a packed lunch
Check 1 is this a FSM child, are dates correct?
Check 2 is there a possibility that payments have not been recorded correctly?
Check 3 has this parent made contact?

Action 2: Personal contact

Someone will phone the parent to ask them to bring in the money owed or bring sandwiches to school before lunchtime or arrange to take their child home at lunchtime.

Level 3

Indicator: The parent does not comply with any of these options,
Check 1 is this a FSM child, are dates correct?
Check 2 is there a possibility that payments have not been recorded correctly?
Check 3 has this parent made contact?

Action 3: Send strong debt letter Appendix B

Level 4

Indicator: The parent consistently does not comply with any of these options,
Check 1 is this a FSM child, are dates correct?
Check 2 is there a possibility that payments have not been recorded?
Check 3 has this parent made contact?

Action 4: Notify Catering Services

Complete Notification of School Meal Debt Form and send to Catering Services immediately, consider contact with Social Services.

APPENDIX A (To be copied into a letter headed document)

Date

Dear Parent/Carer of xxxxxxx xxxxxxxx

Our records show that you have not paid dinner money for your child xxxxxxx xxxxxxxx Class: xx

As at xx/xx/xxxx our records show a debt of £-xx.xx

Please arrange for this money to be paid immediately by sending cash or a cheque and inputting it into the dinner machine.

NOTE: All meals **MUST** be paid for in advance in accordance with our debt policy (copy enclosed).

If you don't wish for your child(ren) to have a school meal please provide them with a healthy packed lunch or arrange to take them home for lunch.

The cost of a school meal is £xxx per day - £xxx per week.

If you think your child may be entitled to free school meals, please contact the school office on 01226 711332.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Mrs S Benson
Headteacher

APPENDIX B (To be copied into a letter headed document)

Date

Dear Parent/Carer of xxxxxxx xxxxxxxx

Our records show that you have not paid dinner money for your child xxxxxxx xxxxxxx Class: xx despite a previous written reminder and a telephone call.

As at xx/xx/xxxx our records show a debt of £-xx.xx

Please arrange for this money to be paid immediately by sending cash or a cheque and inputting it into the dinner machine.

The cost of a school meal is £xxx per day - £xxx per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal.

You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceedings to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Mrs S Benson

Headteacher