

School Meal Debt Policy

- All school meals to be paid for in advance, by either cheque or cash.
- Payment for school meals is to be made in person at the school office or sent, with your child, in a sealed envelope clearly labelled with your child's name.
- Children will not be provided with a school meal unless it is paid for.
- If a parent/carer genuinely forgets to pay in advance, the school may grant, at the Headteacher's discretion, a debt allowance of one meal.
- When a debt allowance of one meal has been granted, this debt must be paid the following day.
- If a debt is not cleared, parents must provide either a packed lunch or take their child home for lunch.
- If a debt is not cleared, nor a packed lunch provided, the Headteacher will contact the parents/carers to ask them to come into school to pay the debt and provide a lunch for their child(ren).
- In the case of persistent or non-recovered debts, the Headteacher reserves the right to begin legal proceedings to recover the debt.

Signed Laura Harten Chair of Governors

Date April 30th 2012