



Dinner Arrears Policy

'Learning with our head, heart and hands so that we can experience life in all its fullness'

Kindness, endurance, thankfulness, friendship and forgiveness

Publish on Website?	NO / YES
Approved by Finance and Premises committee on:	7 th January 2025
Staff Consulted:	Business Manager and Admin Assistant
Ratified by Governing Body:	
This policy is linked to and should therefore be read in conjunction with:	N/A
Review in:	Spring 2027

Dinner Arrears

Dinner arrears to be capped to £27.50 per child, which is 10 school dinners.

Dinner arrears emails will continue to go out every Monday. The expectation is that these arrears are paid within 7 days. If the arrears are not paid in full then the following stages will be applied:

First stage

If by the Monday, 7 days after the first reminder for arrears was sent the dinner arrears have not been paid, then parents will receive a phone call from the office for a payment plan

This phone call will be followed by a letter home from the School Office outlining the phone conversation. The letter will also provide the option for parents/carers to start a payment plan if necessary or discuss with the Headteacher.

Second Stage

If no attempt to clear the debt has been made after 14 days from the first reminder, then children will need to have packed lunch. If children come into school without a packed lunch, then the School Office will call parents and ask them to provide a packed lunch.

Third Stage

If after 21 days, the debt has not cleared then a letter will be sent by the Headteacher inviting the parents in for a meeting to discuss reasons why, within that letter parents/carers will be informed of the next stage.

Children will need to have a packed lunch at this stage. If children come into school without a packed lunch, then the School Office will call parents and ask them to provide a packed lunch.

Fourth Stage

If the debt still goes unpaid then another letter will be sent explaining that the arrears will be discussed with the Finance Committee of the Governing Body, where the next steps of action will be decided upon.

Dinners will only be available when pre-payment has been made.

If at any point the debts are paid in full then children can return to school dinners.

Parents and carers are encouraged to discuss arrears and financial difficulties with the school so that we can support.

Flowchart process

