



Bromstone Primary School

## **School Dinner Policy**

**Formulation date:** 24<sup>th</sup> July 2015

**Senior Team Responsibility:** Business Manager

Reviewed: April 2026

**Next Review Date:** April 2027

**Associated Documentation:** None

## School Dinner Policy

School meals are available to pupils at a cost of £2.50 per day (£12.50 per week) or at no cost to those in receipt of a free meal entitlement.

To enable the service to be efficiently planned the School requires advance notice of your child's requirements.

### Paying for school meals.

The payment for meals is required in advance on a weekly, monthly or half-termly basis.

- All payments for School Meals can be made online at <https://login.arbor.sc>, please contact the School Office to set you up on this service.
- Payments should be made on a Monday, or the first day of the school week.
- Payments can be made online via the Parent App in Arbor (please contact the school office for details). The school will only accept cash payments in exceptional circumstances
- Refunds due to absence will be credited off the following week's payment.

Should a child arrive at school without payment or a packed lunch, the School will:-

- i) Telephone home in the first instance to establish if alternative arrangements have been made.
- ii) If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for school meals in a sealed envelope.

### If payment has not been made

If your child has taken a school meal which has not been paid for you will be sent a reminder email / message on a Friday detailing how much you owe. Payment must be made immediately and paid online. If payment is not received by the following Monday a further letter will be sent detailing the consequences of non payment and a final date by which payment must be made (Appendix 1)

If the matter remains unresolved, you will be sent a final letter requesting payment and detailing the school's next course of action. (Appendix 2)

**The school cannot tolerate debt amounting to more than one weeks' payment, as if debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, there may be a referral to Social Services as this has an affect on a pupil's welfare.**

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received. Where payment has not been received despite previous reminders, parents will be required to provide a packed lunch. If a lunch is not provided, children will be given fruit / toast but not a school meal. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents means to settle.

The school will in exceptional circumstances postpone the refusal to provide meals where parents have advised the school of their financial situation and school is satisfied that the funding will be forthcoming.

The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent.

Information regarding free school meals is available from the School Office.

## Appendix 1 – School Dinner Payment Reminder

Date:

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

### **School dinner arrears**

Our records indicate that you have an outstanding payment due of £\_\_\_\_\_ for school dinners. Please ensure this amount is paid by \_\_\_\_\_. If you are unable to clear the outstanding amount please ensure you make alternative arrangements for your child's lunch by providing a packed lunch.

Payments can be made online at <https://login.arbor.sc> or by cash or cheque to the School Office. Please ensure all money sent into school is in a sealed envelope, clearly marked with your child's name and class.

If you have any queries please contact the School Office.

Thank you for your cooperation.

**Bromstone School Office**

## Appendix 2 – Final Letter

Dear Parent or Guardian of

Our records show that you have not paid dinner money for some of the dinners that (Childs Name) has eaten at our school this year.

As at (Date), the balance owed to the school is (Debt amount).

You need to deal with this immediately.

Most parents at the school pay their children's dinner money on time which means we can spend more money on the children's education.

If you do not clear this debt in full within the next 7 days you will need to supply a packed lunch for your child until the debt is cleared. We will also consider sending the debt to the Court Service for them to collect for us. Please avoid any future embarrassment by paying what is owed.

If you are unable to clear the debt in full, or if you have any queries regarding this debt, please contact the school office immediately.

Yours sincerely

Executive Head