East-the-Water Primary School

DINNER MONEY ARREARS POLICY

Policy approved by Governors: Sept 2026
Policy due for review: Sept 2027

This policy has been compiled recognising the difficulties placed on the Headteacher while balancing the social welfare of pupils with the management of the County Council's money.

- When a pupil has failed to produce dinner money the school may allow a meal to be provided where it is felt that this is a temporary situation, eg money lost on the way to school, minor domestic problem, etc. Details should be recorded in writing and maintained as a record.

- Where a pupil continues to require meals and no payment is made, the matter should be referred to the Headteacher who should consider the individual circumstances of the pupil and parents. A healthy snack will be provided but not necessary a school dinner until either a packed lunch or debit is cleared.

- If, in the opinion of the Headteacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded in writing and maintained as a record.

- Where a pupil has failed to pay for meals taken, after a MAXIMUM of 5 DAYS, the school should, in the first instance, write to or contact the parents advising of the situation and the amount outstanding then the parent should provide the child with packed lunches until the debit is paid.

- **Outstanding payment must not exceed £25.00**