



SAINT JOHN'S

School Meals Debt Policy

Designated Member of Staff	Head Teacher
Date of Issue	Spring 2022
Frequency of Review	Every two years

Issue Number	Issue Date	Summary of Changes
1	February 2022	Re-formatting of the policy
2	September 2023	Reviewed
3	September 2025	Reviewed

Saint John's CE Primary School has vision that "we all flourish" at this school. Managing the finances of the school is a part of this commitment, ensuring that all children are provided with the learning experiences available at the school.

As a result, the school has adopted a strict NO DEBT policy relating to the school meal service.

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. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent would take their child to a restaurant and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals, please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parent/s must **pay online in advance** for the school lunch using ParentPay.

Should the need arise, the School Administrator will send a text every week, informing parents of their debt to the school. Parents are expected to regularly check their Parent Pay account to ensure there is always sufficient funds in their account.

Once the debt is £10, the school will message the parent to ask them to provide sandwiches before lunch time or arrange to take their child home for lunch, as at that point the school will not be ordering a school lunch even if it has been requested.

When a child leaves the school and there is money in the ParentPay account, then a refund can normally be given. However, this can only be done within 24 months of the income payment being made. E.g. if a payment is made into the account on 1st June 2022, school can only offer a refund up until 31st May 2024.

We hope that by implementing this debt policy, we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

If you have any concerns, please do not hesitate to contact the Head.