

Schools Financial Services

School Meals Arrears

Reviewed July 2026

DUKE STREET PRIMARY SCHOOL

JULY 2026

SCHOOL MEALS ARREARS POLICY

Introduction *this*).

Free School Meals Entitlement

Pupils will not be provided with a school meal unless it is paid for, or if the pupil is confirmed as entitled to free school meals. If parents/guardians believe that their child(ren) may qualify for entitlement to Free School Meals they should contact the County Council. As this allowance is a statutory right for qualifying pupils it is important that parents/guardians make use of it.

The school is only allowed to provide free school meals to pupils where this is officially approved and the school informed by the Local Authority.

Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons, however, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

1. An outstanding dinner money parentmail notification will be sent to parent/guardian after 1 week (£15.00) accumulated arrears, requesting immediate payment (Appendix 1).
2. If unpaid, an accumulated dinner money arrears parentmail notification will be sent when 2 weeks (£30.00) arrears have accumulated, advising immediate payment (Appendix 2).
3. If unpaid, a final parentmail notification and letter for non-payment of dinner money arrears will be sent informing them that no meals will be provided for their child(ren) if payment has not been received by a specified date, (i.e. in accordance with the policy when 3 weeks (£45.00) arrears have accumulated). This letter will also advise that an LCC Invoice will be issued that would be subject to LCC Debt Recovery Policy (Appendix 3).

No meals to be provided to pupils when arrears have reached £45.00 (3 weeks).

Once the final letter deadline has expired an LCC Invoice may be issued therefore being subject to LCC Debt Recovery Policy where legal proceedings may commence.