

**Reviewed: October 2025**  
Next Review Date: October 2026

Signed by:

Claire Jones      Headteacher      Date: October 2025

Andy Oddy      Chair of Governors      Date: October 2025

# Euxton Primrose Hill School

## School Meals Arrears Policy



## **SCHOOL MEALS ARREARS POLICY**

### **Introduction**

This policy relates to the collection of school meals money and the approach to be taken in the case of debts arising when parents/carers fail to pay for school meals.

If debts are incurred, then the school budget liable to cover the cost of this. As a result, money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

Parents/carers can view this policy on the school website and will be sent a copy of this policy when their children start at the school.

### **General Principle**

- School meals must be paid for in advance on a weekly basis. School meals are available to pupils at a cost of £2.95 per day or at no cost to those in receipt of a free school meals or Universal Infant Free School Meals (Reception, Year 1 and 2).
- Payment should be made by our school electronic payment system, ParentPay.

### **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/carers believe that their child(ren) may qualify for entitlement to Free School Meals they should contact Lancashire County Council. As this allowance is a statutory right for qualifying pupils it is important that parents/carers 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 letter will be sent to parent/carer after one week of accumulated arrears, requesting immediate payment (Appendix 1).
2. If unpaid, an accumulated dinner money arrears letter will be sent when two weeks' arrears have accumulated, advising immediate payment (Appendix 2).
3. If unpaid, a final letter non-payment of dinner money arrears will be sent informing parent/carer 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 three weeks' 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 exceed four 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.

[Date]

Dear [],

**RE: INITIAL - OUTSTANDING DINNER MONEY**

I am writing to remind you that your child's dinner money account is currently in arrears. As of today, the outstanding balance for [Child's Name or relevant period] is £[amount], and the payment is now one week overdue.

I kindly ask that you make every effort to settle this balance by the end of the week via ParentPay.

Thank you for your prompt attention to this matter.

Yours sincerely,

A handwritten signature in cursive script that reads "Claire Jones".

Mrs. C. Jones  
Headteacher

[Date]

Dear [],

**RE: INTERIM - OUTSTANDING DINNER MONEY**

I am writing to remind you that your child's dinner money account is currently in arrears. As of today, the outstanding balance for [Child's Name or relevant period] is £[amount], and the payment is now two weeks overdue.

I kindly ask that you make every effort to settle this balance by the end of the week via ParentPay.

If there is any difficulty in paying this amount, please contact Mrs Vost, School Business Manager to arrange a method of repayment over an agreed period of time.

Thank you for your co-operation.

Yours sincerely,

A handwritten signature in cursive script that reads "Claire Jones".

Mrs. C. Jones  
Headteacher

[Date]

Dear [],

**RE: FINAL - OUTSTANDING DINNER MONEY**

I am writing to remind you that your child's dinner money account is currently in arrears. As of today, the outstanding balance for [Child's Name or relevant period] is £[amount], and the payment is now three weeks overdue.

I kindly ask that you make every effort to settle this balance by the end of the week via ParentPay.

Unfortunately, should this amount not be paid in full by [date], no meals will be provided for your child, in accordance with the School Meals Arrears Policy. A Lancashire County Council invoice will be issued which is subject to our Debt Recovery Policy.

If there is any difficulty in paying this amount, please contact Mrs Vost, School Business Manager to arrange a method of repayment over an agreed period of time.

Thank you for your co-operation.

Yours sincerely,

A handwritten signature in black ink that reads "Claire Jones". The signature is written in a cursive style with a large initial 'C'.

Mrs. C. Jones  
Headteacher