**A blue circle with white text and a windmill

Description automatically generatedFULWELL JUNIOR SCHOOL**

**School Meals Debt Policy for Parents**

Fulwell Junior School adopt a strict no debt policy relating to the school meal service. This Policy was approved by the Governing Body in June 2024 for enforcement by the school office.

If debts are incurred, then the school budget carries that cost. This means that money which should be spent on the provision of 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.

Should parents believe that their children may qualify for 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.

Parents/carers must pay in advance for the school lunch using the City of Sunderland website [Sunderland City Council : ePayments - Main Menu (e-paycapita.com)](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=299&languageCode=EN&source=AIP&fc=72)

Meals must be paid for in advance, or on the Monday of any week. You may ‘prepay’ for the term, half-term or month if you prefer.

Arrears are NOT permitted. If dinner money is not received in a timely manner, parents will be contacted to discuss payment, and if no payment is received within two weeks, alternative lunch arrangements will be advised i.e. bring a packed lunch.

The Fulwell Junior School Meals Policy is available on our website at

[www.fulwelljunior.co.uk](http://www.fulwelljunior.co.uk) where full details can be reviewed.

**Pre-Payment Arrangements for Term/Half-Term/Month:**

As some parents choose to pre-pay for a period based on their own financial situation e.g. individual pay days, it is expected that all pre-payments will be made on a Monday of any given payment cycle. We will therefore enforce the policy in such instances where a parent has not contacted us advising us of a genuine delay to payment.

If the debt is not cleared within two weeks and no reason has been provided of a genuine delay, parents will be asked to provide a packed lunch for their child/children.

In a case when a debt payment is not received nor a packed lunch provided, the School Office will contact the parent to request immediate payment online.

If payment of the debt is not received by the next school day, the school reserves the right to remove the child permanently from the School Meal Register. Continual late payments may also result in the child being removed from the School Meal Register.

Parents will be contacted informing them of this decision and advising them of the alternative meal provision arrangements.

Legal action may be instigated where outstanding balances are not paid in full. The school also reserves the right to refer a lack of provision to the Children’s Services Team if we feel a duty of care is being neglected.