



Dinner Money and Breakfast Club Debt Recovery Plan

2025

Contents

1. Introduction
2. General Principle
3. Free School Meals
4. Procedure for collection of arrears

Appendix

1. Gentle Reminder letter
2. Accumulated school meals arrears letter
3. Non-payment of school dinner money arrears

Introduction

This policy concerns the collection of school meals money and Breakfast club money and the approach to be taken in cases of debt arising when parent/carers fail to pay for school meals/breakfast club.

All pupils in EYFS and Key Stage 1 are entitled to receive Universal Infant Free School Meals

2. General Principle

- 2.1 School meals/Breakfast Club must be paid in the week in which they are taken. If a pupil is to have meals or attend Breakfast Club for the duration of the week monies must be received during that week.
- 2.2 If the school is to accept pupils having the occasional meal, or an occasional attendance at breakfast club, monies must be received during the week.
- 2.3 If debts are incurred, these have to be paid from the school budget. This means that money which should have been spent on all pupils' education in the 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.

3. Free School Meals

- 3.1 Key Stage 2 pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals.
- 3.2 If parents/carers believe that their child/children may qualify for entitlement to free school meals, they should contact their school or complete an online application form on the [Rochdale Local Authority Website](#).
- 3.3 As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it.
- 3.4 The school is only allowed to provide free school meals to pupils where entitlement has been verified.

4. Procedure for Collection of Arrears

- 4.1 It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.

4.2 The Governing Body have therefore agreed the following policy where arrears arise.

- A gentle reminder will be sent via PING after one week of any arrears (Appendix 1)
- The parent/carer will be informed in a reminder message where two weeks of arrears has accumulated and advised to make immediate payment (Appendix 2)
- A final letter to the parent/carer informing them that no meals will be provided and/or no further attendance at Breakfast Club will be permitted for their child/children if payment has not been received by a specific date in accordance with the policy, the date when four weeks of arrears has been accumulated (Appendix 3)

4.3 Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

4.4 No meals will be provided to pupils when arrears exceed four weeks. Messages will be sent to ask the parent to arrange for a packed lunch to be provided from home.

4.5 Once the final letter deadline has expired, the Governing Body will decided whether legal proceedings should begin.

5. Review of Policy

This will be on a two year cycle unless legislation means an earlier review is necessary.

Date

Gentle Reminder Letter (sent via PING)

Child's Name:

Dear Parent/Carer,

According to our records, there are some outstanding dinner money/breakfast club money for your child/children.

The arrears are for the week commencing

Please make payment of £..... tomorrow.

If you have any queries regarding the above, please contact the school office.

Yours sincerely

Ms K Martin
Headteacher

Accumulated School Meals/Breakfast Club Arrears

Child's Name:

Dear Parent/Carer,

Following our letter dated regarding outstanding dinner money/breakfast club money, our records show that this has not been paid.

To date, the amount of arrears is £.....

Until the debt is cleared, you must provide a packed lunch for your child/children as your child will be unable to have a school meal/attend breakfast club. In a case when payment is not received, nor a packed lunch provided, we will phone to ask you to make payment, or bring a packed lunch to the school office before lunch time.

These arrears need to be cleared as soon as possible. Payment can be made via the online payment system or by cheque made payable to Lowerplace Primary School.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges, which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and/or wish to discuss the matter, please contact the school office.

Yours sincerely

Ms K Martin
Headteacher

Date

Non-payment of school dinner money/Breakfast Club arrears

Child's Name:

Dear Parent/Carer,

Our records show that you have not cleared the school dinner money/Breakfast club arrears for your child/children despite previous letters sent home on and

Arrears to date total £.....

Following the school's policy on dinner money and Breakfast club debt recovery, a copy of which was sent to you when your child started school/started in KS2, I must inform you that if payment is not received within 5 working days, the Governing Body will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a 'Summons to Court'.

Until the debt is cleared, your child is unable to attend Breakfast club, no meals will be provided in the school and you need to provide a packed lunch for your child/children.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges, which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the School Office.

Yours sincerely

Ms K Martin
Headteacher