



School Meals Payment Procedure Policy

Introduction and Procedures:

Illogan School is responsible for the collection and reconciliation of all school dinner money and is liable for all arrears and non-payments.

Parents are responsible for providing a lunch for their child(ren); this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home. Parents must pay for school meals on the day unless their child(ren) have a free school meal entitlement. The school carries application forms for free school meals and the office will be please to support and advise parents on their completion.

Illogan School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School meal money should be paid via the School Gateway at least weekly.
- Reminders will be sent to parents who have not paid for school meals that week, by way of text the following week.
- If payment is not received a phone call will be made to chase any outstanding payments the following week.
- If payment is still outstanding the third week a letter will be sent to the parent notifying them of the full amount owing.
- Should arrears exceed £30.00 then parents will be required to send packed lunches for their child(ren) until the debt is cleared.
- In the event that a child arrives at school without a packed lunch when arrears stand at £30.00 or more, then parents will be contacted by the school administrator and will be expected to bring a packed lunch to school.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance from the Education Welfare Officer or in extreme cases Children's Services. As a last measure, the school will use legal services to recover the debt.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks' payments will be adjusted accordingly.

This policy was agreed by Illogan LGB in September 2018. This policy is reviewed annually.