



School Meals and Arrears policy

Date: September 2023 Review date: September 2025

Introduction

School meals are available to children at a cost of £2.40 per day, £1.40 per day to families who are eligible for the flexible charging scheme and at no cost to those in receipt of free school lunch entitlement. The payment for school meals is required during the week that meals are requested. Dinner money should be received at the school office. All cheques must be made payable to Wolverhampton City Council.

If a child has a dinner booked and goes home ill then the meal will be cancelled and the parent/carer will not be charged.

Arrears Procedure

The Office Manager will send out a reminder letter for all outstanding school meals payments on a fortnightly basis. If parents / carers do not respond to the first reminder and still have an outstanding balance for school meals, then a verbal request (either face to face or via telephone) is made and a second reminder letter sent home (if required) the following week.

The parents / carers will be asked to provide a packed lunch until the arrears have been paid. If the balance has not been settled by the fourth week then a formal letter will be sent out to the child's parents / carers from the Head teacher. The Head teacher will request to meet with the parents / carers if the arrears have not been paid after the fourth week. A repayment plan will be discussed and agreed at this point.

If parents / carers repeatedly fail to provide a packed lunch, or sufficient monies to cover the costs of school dinners, the debt will be referred to the Civic Centre Debt Collection Services.

Summary of arrears recovery process

1. 1st Reminder letter
2. 2nd Reminder via either face to face, telephone or letter asking parents/ carers to provide a packed lunch until the arrears have been paid
3. Formal letter from the Head teacher
4. Meeting with the Head teacher to discuss a repayment plan
5. Debt to be reviewed and referred to the Civic Centre if necessary