

Policy: Debt Policy

Date: October 2025

Review date: October 2027

Authorised by: ~~Governing Body~~ Subject to Governor approval

Updated by: School Business Manager

Dunalley Primary School has revised the school debt policy relating to chargeable services provided by the school; school meals (for junior children) and associated committees including Dunalley Nursery & Pre-School and Earlies and Lates (our before and after school club provision) any other charges agreed by parent/carers.

If debts are incurred the school budget must pay for them, this means that money which should be spent on the children's education is used to pay for debts incurred by our families. We feel that this is unacceptable, and we request that everyone give this policy their full support.

School Meals Debt Policy for families of Junior aged Children

Infant children automatically qualify for Universal Infant Free School Meals as part of the Government's initiative to provide every child in Reception, Year 1 and Year 2 with a nutritious meal at lunch time.

No parent would take their child to a restaurant and expect them to be given food without paying; the same applies at school. If our families believe that their children may qualify for entitlement to Free School Meals, they should contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. The school will help you all we can with your application.

Families are required to pay for school meals through SchoolGrid. This platform also provides access to the current menu from our caterers, Dolce Ltd. SchoolGrid is the system used for both ordering and payment.

If payment has not been received children may not be provided with a school meal except those that are in receipt of free school meals. If families genuinely forget to pay in online, the school may authorise a debt allowance of 1 meal, via SchoolGrid. However, this debt must be paid the next day.

If the debt is not cleared, families must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received via SchoolGrid, nor a packed lunch provided, the School Business Manager or a representative will contact the parent/carer to ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

In cases where parents/carers persistently do not pay the school reserves the right to inform the Local Authority and Social Services that these parents/carers are not carrying out the responsibility of providing food for their children at lunchtime, the school also reserves the right to begin legal proceedings against parents to recover the debt.

Dunalley Nursery & Pre-School Policy for our families

Families will be invoiced for sessions and any associated costs by The Nursery & Pre-School. The invoice will include terms and details for payments.

- Via BACS payment

Payments will not be accepted at The Nursery & Pre-School.

Earlies and Lates Policy for our families

Families must pay in advance for Earlies, Lates and holiday club using the method of payment outlined below:

- Online using ParentPay

Payments will not be accepted at the clubs.

Children will NOT be permitted to attend our clubs unless the session has been booked and paid for in advance in accordance with the clubs Registration Form and Agreement which has been signed and agreed to.

If a family genuinely forgets to pay in advance, the school may grant a debt allowance of 1 session. However, this debt must be paid the next day and future sessions must be paid for in advance.

If the debt is not cleared any sessions booked will be withdrawn.

We hope that by implementing this debt policy we can help families manage school meals money better and at the same time ensure that all money that is for children's learning is available.