



# School meals debt policy



### Management log

<b>Document</b>	School meal debt policy
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<b>Reviewer</b>	Chair of Governors
<b>Signed</b>	<b>Signed</b>

*Debi Maddocks*

*Jane Grundy*

**Chair of the LGB**

**Headteacher**

### Related Policies

- Complaints
- Equality
- Finance

*All above policies are available through our academies local servers, directly through SHINE or through the Trust website [www.shine-mat.co](http://www.shine-mat.co)*

## 1. Introduction

1.1 This policy has been adopted to ensure Ironville and Codnor Park Primary School have a consistent approach to debt recovery<sup>1</sup>. It provides clarity and consistency in managing debt and will also help parents/carers clearly understand what is expected of them.

1.2 We hope that by implementing this debt policy we are able to help parents/carers manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

## 2. Debt recovery

2.1 Ironville and Codnor Park Primary School has adopted a strict NO DEBT policy relating to the school meal service.

2.2 If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. Every parent/carer will agree that this is unacceptable, and we request that all parents/carers give this policy their full support.

2.3 No parent/carer would take their child to a restaurant and expect them to be given food without paying; the same applies at school. If parents/carers believe that their children may qualify for entitlement to Free School Meals (FSM) please contact, Free School Meal eligibility checking service via [Free school meals - Derbyshire County Council](#) or via [Apply for free school meals - GOV.UK](#). This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application either at the school office or by contacting any of the above services.

2.4 Parents/carers must pay in advance for the school lunch using any of the methods of payment outlined below:

- Send cash or cheque in a marked envelope

2.5 Children will not be provided with a school lunch unless it is paid for, except those that are entitled to FSMs. If a parent/carer genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However, this debt must be paid the next day and future meals must be paid in advanced before any meal is provided.

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<sup>1</sup> Debt recovery includes staff meals as staff bills should not be allowed to accumulate

2.6 If the debt is not cleared, parents/carers must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the Headteacher will phone the parent/carer to ask them to come to school with the money. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

2.7 If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents/carers to recover the debt. Social services may also be informed that these parents/carers are not carrying out the responsibility of care by not providing food for their children at lunchtime.

2.8 If you have any concerns or need help and assistance with accessing FSM, please don't hesitate in contacting the Headteacher or School Office.