

Sunnyfields Primary School



Strong Roots, Bright Futures

School Dinner Money Payment Policy

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Introduction

This policy sets out Sunnyfields Primary School's expectations regarding the payment of school dinners.

It is important that payments are made promptly to ensure the smooth running of the school's catering provision. Non-payment of dinner money has a significant financial impact on the school's budget, which is directed towards supporting children's education.

Payment of Dinner Money

All school dinners must be paid in advance each week via ParentPay. Parents/carers are responsible for ensuring there is sufficient credit on their child's ParentPay account before a meal is taken. The school is unable to provide meals on credit.

Arrears Management

The school will monitor dinner money accounts regularly and outstanding dinner monies will be chased on a weekly basis.

If a parent/carer falls into arrears of 3 weeks or more, a member of the Senior Leadership Team (SLT) will contact them by telephone. At this point, the parent/carer will be asked to provide a packed lunch for their child until the money owed is cleared in full.

Support for families

The school recognises that sometimes families may experience genuine financial difficulties. If parents/carers are struggling to pay for school meals, they are strongly encouraged to make an appointment to speak confidentially with the Headteacher or Parent Support Advisor (PSA). The Headteacher/PSA can discuss the situation and agree on appropriate temporary support, which may include signposting families to additional assistance (e.g. Free School Meal eligibility checks or other support services).

Responsibilities

Parents/carers are responsible for maintaining their child's ParentPay account and ensuring payments are made in advance.

The school's Administrative Assistant is responsible for monitoring accounts and contacting parents promptly where arrears occur.

The Headteacher and SLT will work with families experiencing genuine hardship to ensure children are supported.

Conclusion

By working together, we hope to ensure that all children continue to receive healthy and nutritious meals at school without placing unnecessary financial strain on the school's educational budget. We thank parents for their continued support.