



School Meal Payment and Debt Recovery Procedures

The following table highlights what actions the school will take if dinner money is not paid on time.

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| Monday Morning | A text message will be sent to remind parents and carers to pay for school meals in advance. |
| Monday Lunchtime | A second text message will be sent requesting payment by the end of the school day or the child will not be given a school lunch the following day. |
| Tuesday Morning | If the child does not have a packed lunch and no payment has been made parents and carers will be telephoned to collect their child at lunchtime or provide a packed lunch. They will also be further reminded to clear the outstanding debt. |
| Wednesday Morning | If the child comes to school again without a packed lunch or a payment being made parents and carers will be asked to attend a meeting with the Head Teacher. |

If debt is not cleared within **10 working days** the parent or carer is invited to attend a meeting with the school governors.

If debt is still not cleared after a further **5 working days** the case will be passed onto the legal team at the local authority.