Littledean C of E Primary School
School Meals Debt Policy for Parents

'People with time for Children'

Following the requirements of the School meals catering contract between Gloucestershire County Council and Caterlink we at Littledean C of E Primary School are required to adopt a School Meals debt policy.

Gloucestershire County Council have advised that:

- *Parent/s must pay in advance for the lunch using any of the methods of payment outlined below:*
  - *Online using ParentPay*
  - *Payment through paypoint card or bar code*

- *Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However this debt must be paid next day and future meals must be paid in advance before any meal is provided.*

- *If the debt is not cleared, parents will be telephoned and asked to provide a packed lunch or take the child home for lunch.*

We at Littledean C of E Primary School appreciate that the majority of parents pay for meals on time. However, there are occasions where payment is forgotten or difficulties arise. If this occurs contact with the school office is essential otherwise the above procedure will be adhered to.

Reviewed – September 2016
Approval by Full Governing Body – 11th October 2016