

Dinner Money Debt Policy



Roman Road Primary School

Adopted by governors:

Autumn 2025

Annual review:

Autumn 2026

Roman Road Primary School is responsible for the collection and reconciliation of all school dinner money and will be liable for all arrears and non-payments.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

Parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. Application forms for free school meals can be collected from the school office.

Roman Road Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School meal money should be paid in advance of a Monday morning to pay for school meals for that current week. Payment should be made via School Gateway or by cash at the school office
- Reminders will be sent to parents who have not paid for school meals for that current week via a private message on Class Dojo by Wednesday.
- If payment remains outstanding by Friday a phone call will be made to the parent.
- If payment is not received by the beginning of the next school week, a letter will be sent home to chase any outstanding payments and advising no further school meals will be given until the debt is settled. Parents will be expected to provide a packed lunch for their child(ren) in this situation.
- If payment remains outstanding with no attempts to clear the debt after 10 school days, a letter will be sent home to the parent offering the opportunity to clear the amounts according to a strict repayment schedule.
- If your child is absent from school and meals have been paid for, the amount will remain on the school meals account of that child as credit. If credits continue to the end of term, they will be refunded back to parents.