

School dinner debt recovery process



It is important that all families stay up to date with school meal payments. Our school pays Nottingham City Council for the provision of all school meals, so if your child has a meal which isn't paid for, we have to cover the debt with our school funds, effectively redirecting money away from teaching and learning resources.

We understand that families occasionally come into financial difficulty and always aim to support parents with payment of school meals where possible. If you think you may be entitled to free school meals we can help you to apply for this via the school office.

Below is our process for recovery of school meal debts:

1. If a school meal debt reaches £10 the ParentMail system will automatically send reminders to parents that their account is in debt every time a school meal is added to the account.
2. If a school meal debt reaches £30 you will be contacted by the school office to arrange payment or set up a payment plan. At this stage we will ask that you send your child to school with a packed lunch until the debt is cleared.
3. If there is no attempt to clear the debt or if you fail to engage with our contact, you will be invited into school for a formal meeting with the School Business Manager to set up a payment plan.
4. If there is still no attempt to clear the debt, access to after school activities will be revoked until the debt is cleared.