



Walter Halls Primary and Early Years School

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Headteacher: Mrs Emma Beardah

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 your child(ren) 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 £20 or more, you will be contacted by the school office to advise you of the balance outstanding and to request that you make steps to clear the amount due.
2. If no attempt to clear this balance is made and the school meal debt reaches £30 (equivalent to 2 full weeks of school meals), you will be contacted again by the school office to discuss 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.

School meal balances are always fully visible via your Arbor app.

