



**Parkhead  
Community  
Primary School**

## **Non-Payment of School Meals Policy**

Date of Policy:	September 2025
Date approved by Governors:	
Next annual review date:	September 2026

Parkhead Community Primary School is responsible for the collection and reconciliation of all school lunch 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.

Further information about Universal and Means Benefit Tested free school meals, along with an application form can be found on our school website: <https://www.parkheadprimary.org/school-meals/>

Parkhead Community 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 meals being taken and can be done so electronically via Parentpay which is the preferred payment method, or in cash at the school office.
- On the last day of each school week, records of school meal payments and arrears will be checked by school office staff.
- In the event that arrear total £15.00 (one weeks' worth of meals), parents will be contacted via email and asked to top up their account by the following Monday.
- If payment is not received by the Monday, a phone call will be made to the parents by the School Business Manager informing them that no further meals will be provided until the outstanding amount is paid and stress that payments for meals should be made in advance of the meals being taken.
- At this point office staff will suspend the child's account to prevent any further meals being ordered.
- If payment remains outstanding with no attempts to clear the debt, a letter will be sent to the parent offering the opportunity to clear the amount according to a strict instalment repayment schedule. If the debt is not cleared within the agreed timeframe, the debt will be passed on to a professional debt collecting agency.
- If your child is absent from school and meals have been paid for, the amount will remain on the Parentpay account as a credit until the point at which the child no longer attends Parkhead, when any remaining credit will be refunded.
- Parkhead Community Primary School supports the positive health and wellbeing of our whole community. We therefore encourage parents to contact us in the event of experiencing any financial difficulty. School will provide a supportive and confidential environment where we will aim to sign post the parents to suitable agencies who may be able to help.