



Thythorn Field  
Primary School

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# School Meal Payment Policy

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**Adopted By School:** January 2025

**Review Date:** January 2026

**Governor Signature:**

A handwritten signature in black ink, appearing to read 'D. J. Ryan', is written over a faint horizontal line.

## **THYTHORN FIELD PRIMARY SCHOOL SCHOOL MEAL PAYMENTS POLICY**

Thythorn Field Primary School is responsible for the collection and reconciliation of all school dinner money. Parents are responsible for providing a lunch for their child/children. This may be in the form of a paid meal, application for 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. School can give the application information to parents for the free school meal contact at Leicestershire County Council.

Thythorn Field 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 the meal being ordered. Payments should be made using the online payment system 'Scopay'. The school office can provide you with a username and password which you will need to set up your account.
- Reminders will be sent to parents who have not paid for school meals, by way of a weekly text message.
- If payment is not received, the office staff will call the parents/carers of the child to chase any outstanding payments.
- If payment remains outstanding, a letter will be sent home to chase any outstanding payments.
- Should arrears total over £100 then parents/carers will be contacted and requested to provide packed lunches for their child(ren) until the debt is cleared.
- In the event that a school dinner is expected when there are arrears then parents will be contacted by the school administrator and will be expected to bring in a packed lunch to school.
- If payment remains outstanding with no attempts to clear the debt, a letter will be sent home to the parents offering the opportunity to clear the amounts according to a strict repayment schedule. If the debt is not cleared within the agreed timeframe, the debt will be passed on to an external debt collecting agency.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted on the online system. If credits continue to the end of term and the child is leaving the school, monies can be transferred onto another siblings account. Refunds will not be given.