

# ALUMNIS



## *Inspiring Changemakers*

### Payments Due to School Policy

|                 |              |
|-----------------|--------------|
| Date approved:  | 02/09/2025   |
| Approved by:    | Executives   |
| Version:        | 5.1          |
| Date for Review | October 2026 |

#### Version History

| Version | Date Issued | Brief Summary of Change | Owners Name               |
|---------|-------------|-------------------------|---------------------------|
| 0.1     | 15.10.2019  | New Policy              | Wendy Ainscough           |
| 1.1     | 10.12.2019  | Policy amended          | Wendy Ainscough           |
| 2.1     | 01.09.2020  | Annual Review           | Wendy Ainscough           |
| 3.1     | 07.09.2021  | Annual Review           | Wendy Ainscough           |
| 4.1     | 06.09.2022  | Annual Review           | Wendy Ainscough           |
| 5.1     | 09.2023     | Annual Review           | Sue Cottrell/Paul Flowers |
| 5.2     | 18.07.2025  | Annual Review           | Sue Cottrell              |

#### 1. Objective

The objective of this policy is to ensure that school budgets do not have to bear the cost of arrears of payments for school meals and extended school provision. It has two elements: to

reduce the opportunity for arrears to accrue, and to recover any arrears which do arise.

## **2. Payment in advance**

Payment for school meals, clubs and other extended school services must be made in advance. Bookings for meals or other services will not be accepted unless a credit balance is maintained or payment is made at the time of booking.

## **3. Emergency credit**

Headteachers have the discretion to agree that school meals may be provided without payment in advance to cover emergencies. Emergency credit is not automatic but must be requested by the parent, and is limited to £10 per family.

## **4. Arrears**

Parents will be given notice of any arrears as soon as practicable and are expected to contact the school within three days to clear the arrears or agree on a payment plan to do so. If a payment plan is agreed, meals and services will be provided on the basis set out above as long as the plan is being kept up.

If arrears remain unpaid, or an agreed payment plan is not kept up, the Trust may take such action as it considers appropriate, including court proceedings, to recover the debt.

## **5. Exceptional circumstances**

In exceptional circumstances, such as ill-health or financial hardship, the Trust may, at the discretion of the Accounting Officer or Chief Financial Officer, vary the above policy. A parent who considers that this applies to them should speak to their child's Headteacher.

## **6. Staff meals**

The above policy applies equally to staff meals.

## **7. Safeguarding**

Parents are responsible for ensuring that their child has a mid-day meal. If a child for whom a school meal cannot be booked due to the application of this policy comes to school without a packed lunch, it will be treated as a safeguarding matter.

## **8. Reporting**

The Chief Financial Officer will report regularly to the Resources Committee on the arrears position and any proposed enforcement action. Any such action is subject to Resources Committee approval.