

ALUMNIS



Inspiring Changemakers

Payments Due to School Policy

Date approved:	13.10.202
Approved by:	Board
Version:	5.3
Date for Review	October 2027

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
5.3	05.10.2026	Annual review - changed number 8	Kevin Goodwin

1. Objective

Payments due to schools/Sept 2026/KG

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 Board on the arrears position and any proposed enforcement action. Any such action is subject to Board approval.