



## King's Academy College Park

### Dinner Money Policy

The cost of a school meal is currently £2.50 per day. A total of £12.50 per week. Meals must be paid for in advance. Parents/Carers may also pay on a daily basis.

Payments should ideally be made on the Sco Pay app. As a school we continue to work towards being cashless, however we will accept payments in cash or cheques made payable to King's Group Academies T/A Lyndhurst Junior School.

If a child is absent from school, monies paid in advance will be held on account and allocated to the next meal taken. Refunds will only be given for credits if a child is leaving this school to attend another.

If a child forgets their packed lunch the school will endeavour to contact the parent/carer. If a packed lunch cannot be brought to school or contact with the parent/carer is unsuccessful, a school meal will be provided and the parent/carer must pay for that meal on that day or the following morning.

### School Meal Debt Procedure

The school needs to ensure that all school meals are paid for in advance and in a timely manner. To make this possible the school follows a strict two meal debt procedure. Parents must make sure that their contact details are kept up to date on Parent mail to ensure messages sent regarding school meals are received in a timely manner.

- A report is run daily to identify debts of three meals or more. Two meals already taken plus a third that has been ordered that day (£7.50)
- A text message will be sent out to parents/carers to advise that a child's debt has reached three unpaid meals and the school will ask for this to be paid immediately.
- If payment is not received, the child's hot meal option will be changed to a school packed lunch. This will still be charged at the rate of £2.50.
- If a debt of five meals is reached (£12.50) a further request by telephone/text will be made for the parent/carer to provide a packed lunch. No future meals can be ordered until the debt is cleared and a packed lunch must be provided every day.
- If the debt remains unpaid and a packed lunch continues to not be provided, the finance office will have no alternative but to bring this to the attention of the safeguarding team.
- If a debt still remains after 2 weeks, a letter will be issued by the Finance Manager
- If a reasonable arrangement to clear a debt cannot be mutually agreed, the school reserves the right to pass the debt to King's Group Academies to recover.

The school's primary reason for these procedures is to ensure all money the school received is used for the children's education and learning rather than covering debts owed.



If a parent/carer thinks they are entitled to **free schools meals** you are encouraged to apply for this on the Portsmouth City Council website.

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