



# St Bernadette Primary School

## School Meals Debt Policy

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**Review Date:** January 2026

**Next Review Date:** January 2027

**Statutory policy - Annual Review**

## School Meals Debt Policy & Procedure

At St. Bernadette Catholic Primary School, we believe every child deserves access to nutritious meals to help them thrive in their learning environment. To ensure this, we operate a No Debt Policy for school meals. This means all meal payments must be made in advance.

When debts accumulate, it impacts our school budget, reducing funds that should go towards enhancing our children's education. We kindly ask for your support in following this policy so that every penny remains focused on learning.

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### How to Pay

- **Online:** Through the Arbor school app
- **Cash:** In a sealed, clearly marked envelope sent to the school office

If you think your child may qualify for **Free School Meals**, please apply online at:

<https://www.gov.uk/apply-free-school-meals>

or contact our school office for assistance.

**Please note:** All children in Reception, Year 1, and Year 2 are entitled to Universal Free School Meals.

### Procedure for Outstanding Debt

- If your child's meal debt reaches **£25**, our school office administrator will send you a polite email reminder.
- If there is no response within five school days, a second reminder will be sent, giving you one week to:
  - Clear the debt, or
  - Speak with the school office to arrange a payment plan.

Until the debt is settled or a payment plan is agreed, we will not be able to provide school meals. Please ensure your child brings a packed lunch.

### If No Packed Lunch Is Provided

- We will call you to ask if you can bring one in.
- If this is not possible, we will provide a simple meal (sandwich, fruit, and water). Please note: The cost of this meal will need to be covered.