

Highbury Primary School & Nursery



Nursery Hot Dinner Debt Policy

Policy Statement

This policy has been written to help the nursery adopt a consistent approach to debt incurred by parents whose children take school dinners. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

School Meals

No parent would take their child to a restaurant, eg. McDonalds and expect them to be given food without paying for it; the same applies in nursery.

- Parents must pay IN ADVANCE for a school meal
- Children will not be provided with a lunch unless it is paid for
- If a parent genuinely forgets to pay in advance, the nursery may grant a debt allowance of one meal, however this debt must be paid the next day

In cases when payment is not received nor a packed lunch provided, the Head Teacher has instructed the office to contact the parent and ask them to:-

- Come to school with the money or;
- Provide a packed lunch before lunchtime

The school's meal service will not supply the child with a hot meal. An entry will also be made on the child's record for failing to provide a lunch. Social Services may be informed that parents are not carrying out the responsibility of care, by not providing food for their children at lunchtime.

If payment of the debt is not received within seven days, the Head Teacher reserves the right to begin legal proceedings against parents to recover the debt.

Thank you for your co-operation.

Policy Reviewed:	June 2025	Nursery Manager:	Rebecca Frost
Review Date:	June 2026	Admin Officer:	Angie Bayliss

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