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Ask Aspire Achieve

Head Teacher:

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September 2026

Dear Parents / Carers

School Meals Debt Recovery Policy

Due to an increase in the number of school meals that are regularly not being paid for, Morley Meadow Primary School has adopted a NO DEBT policy relating to school meals. We hope that all parents will give this policy their full support. If debts are not cleared, they would ultimately have to be referred to Plymouth City Council for recovery through their debt recovery system.

If you believe that you may qualify for entitlement to Free School Meals, please contact the office for more details. This allowance is a statutory right, and it is important that you use it if you qualify. We will help you all we can with your application.

All pupils in the Foundation Stage and Key Stage 1 are entitled to receive Universal Infant Free School Meals. Therefore, this policy relates to pupils in Key Stage 2 (Years 3, 4, 5 and 6) whose parents pay for school meals.

The school wishes to avoid a situation which allows parents to accrue large amounts of debt for school meals which they then find difficult to clear.

School meals must be paid for in advance using any of the methods of payment outlined below:

- Online at SchoolMoney
- PayPoint bar code

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of two meals. However, this debt must be paid the next day, and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office will phone the parent to pay online or provide a packed lunch before lunchtime.

By implementing this debt policy, we are aiming to help parents manage school dinner money better.

If you have any concerns, please do not hesitate to contact me.

Yours sincerely

C Duncan
Headteacher



Artsmark
Gold Award
Awarded by Arts
Council England

