



## Chase Side Primary School

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**Head Teacher: Miss Melanie Scull**

Thursday 16<sup>th</sup> October 2025

Dear Parent/Carer

### **School Meals Debt Policy for Nursery Parents**

It should be noted that as a result of the introduction of Universal Free School Meals for all Reception, Year One and Two pupils and now the Mayor's Universal Free School Meals for all pupils in Years Three to Six that **the information provided in this letter only applies to Nursery parents until the end of the summer term 2026.**

It is acknowledged that the vast majority of our parents do pay for their school meals in advance, therefore for them this Policy is purely for information. In addition, the School recognises the current cost of living pressures which are being faced by both families and schools.

Chase Side Primary School has a strict NO DEBT policy relating to the provision of school meals. This will in effect mean all money for school meals will need to be paid in advance.

If debts are incurred, then the School will need to consider how the debt can be managed which may mean money which should be spent on your child(ren)'s education is used to pay for debts incurred by parents. Every parent/carers will agree that this is unacceptable and we request that all parents give this Policy their full support.

**Chase Side is a cashless school and parents/carers must pay in advance for school meals online at [www.parentpay.com](http://www.parentpay.com) using their debit or credit card. If, however, parents/carers wish to make payment by cash or cheque, they should contact the School Office and a bar coded letter will be issued to enable payment to be made at a local Pay Point retailer.**

Children will not be provided with a school lunch unless it is paid for in advance. If a parent genuinely forgets to pay in advance, the School may grant a debt allowance of one meal. However, this debt must be paid immediately through the cashless system, together with a sum for future meals otherwise the School will be unable to provide further meals.

If there are insufficient funds on a child's account, then parent/carers will be required to provide a packed lunch for their child. If there is insufficient credit on a child's account and a packed lunch has not been provided, the School will contact the parent/carer to ask them what arrangements have been made to provide their child with food.

It is expected that all school meals for the week will be **paid for in advance**. If payment is not received by the Wednesday of that week, the School may begin debt management proceedings to recover the debt if appropriate.

We hope that by implementing this School Meals Debt Policy we are able to help parents manage school dinner money and at the same time ensure that all money that is for children's learning is available for that purpose.

If you have any concerns please don't hesitate in contacting me via the School Office.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Melanie Scull', written in a cursive style.

Miss Melanie Scull  
Head Teacher