

John Hunt Academy



Dinner Money Policy

Approved by:

Mrs A Good & Miss L Devlin

Date: 13/03/2026

Last reviewed on:

13/03/2026

Next review due by:

13/03/2027

Aims and Objectives

This policy aims to help our school adopt a consistent approach to debt with a view to eliminating it completely. It provides clarity and consistency in managing debt and will also help parents and carers clearly understand what is expected.

Provision of School Meals

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid school lunch, application of a free meal entitlement or a packed lunch from home.

Free School Meals

A free school meal is available to those who qualify and we believe it is important that those who qualify take up their child's entitlement so that their child can receive a cooked school meal each day. Free school meals can be applied for online at:

https://notts.cloud.servelec_synergy.com/SynergyWeb/Enquiries/Citizen/FreeSchoolMeals.aspx/

If you are unable to apply online please contact the school meals team at Nottinghamshire County Council on 0300 500 80 80.

Payment for School Meals

If you require your child to be provided with a school meals payment must be made to the school in advance. Payment can be made online using ParentMail (from Easter 2026 Arbor)

Management of School Meal Debt

If the school allows meal accounts to go into debt, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If a child's school meal account falls into debt then the school will follow a debt recovery process.

1. *Indicator:* A child's record shows a debt

Action 1: A 'gentle debt reminder' is sent automatically by ParentMail (Arbor) when an account goes overdrawn.

2. *Indicator:* A child comes to school again without the debt being paid and without a packed lunch

Action 2: Phone the parent/carer to ask them to bring in the money owed.

3. *Indicator:* The parent/carer does not comply with any of these options

Action 3: At a debt of £15 per family an e-mail to parent/carer requesting that their child is sent with a packed lunch as no further meals can be provided on credit. A copy of this policy also attached.

4. *Indicator:* The parent still does not comply

Action 4: The Finance and HR Administrator will provide Governors with details of any outstanding dinner debt over £25 per family.

The aim of the school's dinner money policy is to minimise the opportunity for debt balances to build up