

**Payment Policy for School Meals, Nursery Fees and Uniform**

The school operates a clear ‘no debt’ policy relating to school meals, nursery fees and uniform. If debts are incurred, the school budget has to pay for them. This means that money which should be spent on children’s education is used to pay for debts incurred by parents. We believe most parents will find this is unacceptable, and therefore we request that parents give this policy their full support. Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers.

**School Meals**

The current charge for a school lunch is £2.40 per day. Parents will be informed of any price increase by the end of the half term before the increase will take effect. If you believe your child may qualify for free school meals, please contact the school office who will be happy to assist with an application. Children in Reception, Year 1 and Year 2 qualify for Universal Free School Meals. However, you can apply for your child to benefit from free school meals later in school at any point from the date on which they become pupils at Kielder Primary School and Nursery.

School meals must be paid for on issue of the payment request. This is sent to parents weekly on School Gateway. Parents will be contacted by email or phone if payments are not forthcoming. If payments are outstanding for more than two weeks, parents may be asked to bring in a packed lunch for their child until the debt is cleared.

If a packed lunch is not provided and the outstanding monies not paid in full, it may be necessary to involve outside agencies such as the local authority or social services.

Where a parent/carer has more than one child at the school and one of the children leave with an outstanding debt remaining the school will add the outstanding debt to the account of the remaining child.

**School Uniform and Bags**

These must be paid for in advance, and where there is outstanding debt, uniform will not be issued to parents until it is cleared and parents will not be able to order further uniform.

**Nursery Fees**

Where children’s hours are not funded, additional hours should be paid alongside school lunch payments. We expect payment weekly; however, if payment is not made within four weeks of receipt of the payment request, we reserve the right to decline entry to the child until payment has been made.

**POLICY STATUS**

| **Date approved** | **September 2023** |
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| **Review cycle** | **Annual** |
| **Next review** | **September 2024** |
| **Approval level** | **Headteacher** |