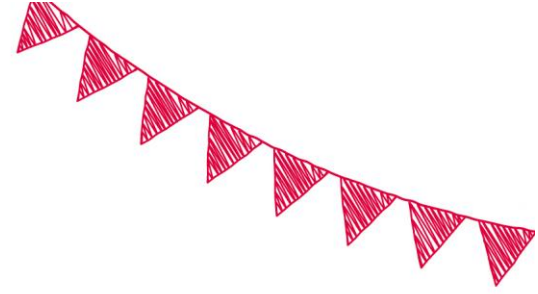


WEST HOVE  
INFANT SCHOOL  
.....  
A family of friends



# Hove Learning Federation School Meals Debt Policy

Implemented Autumn 2021  
Amended Spring 2026

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

Our policy has been written in order to clarify how school meals will be managed and to support parents and carers to understand what is expected of them.

Hove Learning Federation has adopted a strict **NO DEBT** policy relating to our school meals service and is committed to ensuring all pupils have access to a healthy and nutritious meal each day and to enable this, it is essential all school meal accounts are kept in credit.

Parents and carers are expected to make prompt payments for school meals. The school does not have the resources to take on meal debt, with unpaid balances placing pressure on budgets required to support all pupils' education and wellbeing.

If difficulties arise, parents are encouraged to speak with the school at the earliest opportunity so appropriate arrangements or guidance can be provided.

Parents/carers must pay in advance for the school lunch using ParentPay.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. 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 in full the next day** and future meals must be paid for in advance. A child will not be granted a school meal in the canteen if the debt is over £2.85.

If payment is not received nor a packed lunch provided, the school will phone the parent/carer to ask them to pay online immediately. Alternatively, they must provide a packed lunch before lunchtime. If we become concerned that a child is regularly missing meals or sent to school with no food and no money, we may need to inform Social Services.

We hope that by implementing this debt policy, we are able to ensure all parents/carers manage payment for school dinners thereby ensuring that all school budget funding is used for children's learning.

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

Maddie Southern  
Headteacher