



## Non Payment of Monies

<b>Approved by:</b>	Governing Body
<b>Last reviewed on:</b>	March 2026
<b>Next review due by:</b>	March 2027

King Edwin Primary School operates a **no-debt policy** for school meals and Extended Services (including wraparound care, Toucans, and additional nursery hours).

These services must be paid for in advance, as the school is unable to provide meals or childcare without payment. This approach ensures fairness and consistency for all families.

When debts occur, they must be covered by the school budget. This directly reduces the funding available for children's education and resources. We are committed to ensuring that all available funds are used to benefit pupils.

We also recognise that managing payments can sometimes be challenging. However, pursuing unpaid balances places a significant administrative burden on staff and can create difficult situations for both families and the school.

For these reasons, the school applies this policy consistently. We ask all parents/carers to support us by ensuring that accounts remain in credit.

### Free School Meals

The Free School Meal (FSM) system is available for parents who are in receipt of certain state benefits. If a parent thinks they may qualify for FSM entitlement, they should contact the school office for further details. This allowance is a statutory right and it is important that parents use it if they qualify. Their child will then have a right to a free school meal each day.

In addition, all children in Reception, Year 1 and Year 2 are eligible to receive Universal Infant Free School Meals and therefore have a right to receive a free school meal each day.

### Payment for School Meals

Parents/carers and staff are required to pay for school lunches in advance via Eduspot (payment should be made by Monday for the week ahead). School meals will only be provided where payment has been received, except for pupils entitled to free school meals. If a payment is genuinely missed, the school may allow a **maximum of three meals** as a short-term measure. Parents will be contacted by email (Appendix 1) and the outstanding balance should be settled by the following morning.

## **If Payment Has Not Been Made for School Meals**

If an outstanding balance remains unpaid, parents/carers will be contacted by email to request that the amount is settled immediately (Appendix 3).

If payment is still not received, parents/carers will be contacted and asked to provide a **packed lunch** for their child (Appendix 5). Should a child arrive at school without a packed lunch and payment has not been made, the school will contact the parent/carer to request either immediate online payment or that a packed lunch is brought in before lunchtime.

If outstanding balances are not resolved promptly, the Head Teacher may need to take further action to recover the debt. In rare cases, where there are concerns that a child's basic needs are not being met, appropriate support services may be contacted.

It is the responsibility of parents/carers to ensure that their child has a suitable meal each day, whether this is a school lunch, a packed lunch, or a meal at home. The school is not able to provide meals without payment on an ongoing basis.

We are committed to supporting families and understand that financial difficulties can arise. If you are experiencing challenges, please contact the school as soon as possible so we can work with you to agree a suitable arrangement and offer support where appropriate.

## **Payment for Breakfast Club/After School Childcare**

Parents/carers are required to pay **in advance** for breakfast club and after-school childcare sessions via their Eduspot account.

Bookings for wraparound care should be made by **3:30pm on Friday** for the following week. This allows the school to ensure appropriate staffing and provision for all children.

Payments for wraparound care can be made using the Tax-Free Childcare scheme. Please contact the school office if you would like support in setting this up or using this payment method.

## **If Payment Has Not Been Made for Breakfast Club/After School Childcare**

If a child attends sessions that have not been paid for, the parent/carer will be contacted and reminded that payment is outstanding (Appendix 2). Where payment has not been made, the child may not be able to continue attending further sessions until the balance for that week has been cleared.

If the outstanding balance remains unpaid by the end of the week in which the sessions were taken, an email reminder will be issued. If payment is still not received by the following Monday, a further email (Appendix 4) will be sent outlining the consequences of non-payment and confirming a final deadline for payment.

## **Payment for Toucans/Additional Nursery Sessions**

Parents/carers are required to pay for Toucans and any additional nursery sessions **half a term in advance** via their Eduspot account. At the start of each term or half term, an email will be sent outlining the total cost of sessions for that period. Payment should be made **within two weeks** of the date of this email. If payment is not received within this timeframe, the school may need to cancel the booked sessions.

### **If a child has a medical appointment/is sent home before lunch**

If a child has a medical appointment and will not require a school meal, it is the responsibility of the parent/carer to inform the school office in advance. If a child goes home after 10:00am and a meal has already been ordered, the cost of the meal will still be charged.

If payment is made for non-statutory or extra-curricular activities (such as discos or swimming lessons) while there is an outstanding balance for school meals or childcare, this payment will be used to reduce the existing debt. In these circumstances, the child may not be able to take part in the activity.

## **Conclusion**

This policy is in place to ensure fairness, consistency, and the responsible management of school funds for the benefit of all pupils. We ask all parents/carers to support the school by ensuring that payments are made on time and accounts are kept up to date.

We recognise that circumstances can sometimes be challenging and remain committed to working in partnership with families. If you have any concerns about payments, please contact the school as early as possible so that we can offer support and agree a suitable solution. For further information, please also see <https://www.northumberland.gov.uk/cost-living-support> .

### **Appendix 1: First Email (School Meals)**

Parent or carer of (Pupil Name)

Date: XX/XX/XX

Dear xxx

School Meals provided to (Pupil Name)

Our records show that there is an outstanding balance on your child's account, (Pupil Name), in Class XX. As of XX/XX/XX, the amount due is £XX.

We kindly ask that this balance is cleared as soon as possible to ensure that the school budget is not impacted. Once the account has been brought up to date, please ensure that it remains in credit. The current cost of a school meal is £2.50 per day (£12.50 per week).

If you believe you may be eligible for Free School Meals, please contact the school office for further information.

If you have any questions about your account or are experiencing difficulties with payment, please do not hesitate to get in touch. We are always happy to offer support and discuss possible arrangements.

Thank you for your prompt attention to this matter and for your continued support.

Yours sincerely,

### **Appendix 2: First Email (Wraparound/EYFS Childcare)**

Parent or carer of (Pupil Name)

Date: XX/XX/XX

Dear xxx

Wraparound care provided to (Pupil Name)

Our records show that there is an outstanding balance on your child's account, (Pupil Name), in Class XX. As of XX/XX/XX, the amount due is £XX.

We kindly ask that this balance is cleared as soon as possible to ensure that the school budget is not impacted. Once the account has been brought up to date, please ensure that it remains in credit. The current cost of (insert cost of session).

If you have any questions about your account or are experiencing difficulties with payment, please do not hesitate to get in touch. We are always happy to offer support and discuss possible arrangements.

Thank you for your prompt attention to this matter and for your continued support.

Yours sincerely,

### **Appendix 3: Second Email (School Meals)**

Second Email Parent or carer of Xxxxx Xxxxxxx

Dear xxx School Meals provided to (Pupil Name)

We are writing regarding the outstanding balance on your child's school meal account for (Pupil Name) in Class XX. Despite previous reminders, this balance remains unpaid.

As of XX/XX/XX, the amount due is £XX. The current cost of a school meal is £2.50 per day (£12.50 per week).

The school is required to cover any unpaid balances from its own budget, which reduces the funding available for all pupils. It is therefore important that accounts are kept up to date.

We ask that you make immediate arrangements to clear this balance and ensure that the account remains in credit going forward.

If payment is not received by [DATE], we will be unable to provide further school meals, and you will need to make alternative arrangements for your child's lunch.

If the balance remains outstanding after this date, the school may need to take further action to recover the debt. In addition, where there are concerns about a child's access to a suitable meal, appropriate support services may be contacted.

We understand that financial difficulties can arise and are happy to discuss a payment plan if this would be helpful. If you believe you may be entitled to Free School Meals, please contact the school office for further information.

If you have any questions or would like to discuss this matter, please contact the school office as soon as possible.

Yours sincerely,

#### **Appendix 4: Second Email (Wraparound/EYFS Childcare)**

Second Email Parent or carer of Xxxxx Xxxxxxx

Dear xxx Breakfast Club/After School Childcare Attendance Fees for (Pupil Name)

We are writing regarding the outstanding balance on your child's Breakfast Club/After School Childcare account for (Pupil Name) in Class XX. Despite previous reminders, this balance remains unpaid.

As of XX/XX/XX, the amount due is £XX.

The school is required to cover any unpaid balances from its own budget, which reduces the funding available to support all pupils. It is therefore important that accounts are kept up to date.

We ask that you make immediate arrangements to clear this balance and ensure that the account remains in credit going forward.

If payment is not received by [DATE], we will no longer be able to offer Breakfast Club/After School Childcare provision for your child.

If the balance remains outstanding after this date, the school may need to take further action to recover the debt.

We understand that financial difficulties can arise and are happy to discuss a payment plan if this would be helpful.

If you have any questions or would like to discuss this matter, please contact the school office as soon as possible.

Yours sincerely,

#### **Appendix 5: Third email (School Meals)**

Third Email Parent or carer of Xxxxx Xxxxxxx

Dear xxx School Meals provided to (Pupil Name)

We are writing regarding the outstanding balance on your child's school meal account for (Pupil Name) in Class XX. Despite previous reminders, this balance remains unpaid.

As of XX/XX/XX, the amount due is £XX. The current cost of a school meal is £2.50 per day (£12.50 per week).

The school is required to cover any unpaid balances from its own budget, which reduces the funding available for all pupils. It is therefore important that accounts are kept up to date.

**As the balance has not yet been cleared, we are unable to provide a school meal for your child.**

**We kindly ask that, until the account is brought up to date, you provide your child with a packed lunch each day they attend school.**

We understand that financial difficulties can arise and are happy to discuss a payment plan if this would be helpful. If you believe you may be entitled to Free School Meals, please contact the school office for further information.

If you have any questions or would like to discuss this matter, please contact the school office as soon as possible.

Yours sincerely,