



Mill Water School

Preparation for *their* best future

Dinner Money Policy

July 2026

This policy has been adopted to ensure that a consistent and fair approach is taken in regard to paying for school dinners and resolving any debts incurred by parents/carers whose children take school dinners.

Provision of school dinners

Details of our current provider, menus, and costs can be found on the school website at

https://www.millwater.devon.sch.uk/web/school_lunch/208001

Payment can be made in the Arbor Parent Portal and Parent App. Full details and guidance on how to use the Parent Portal/App can be found on the school website, using the link above.

Parents/carers are free to provide their child with a suitable packed lunch, which is healthy and nutritious enough to ensure their child has sufficient energy for the afternoon in school.

Free School Meals

1. Universal Infant Free School Meals (UIFSM)

All pupils in Reception, Year 1 and Year 2 in government-funded schools are entitled to a free school meal.

2. Free School Meals (FSM)

Free school meals are available for pupils whose parents/carers meet certain criteria, including the receipt of certain benefits. Further details, including eligibility criteria and how to apply, can be found at

<https://www.devon.gov.uk/support-schools-settings/administration-and-finance/administration/free-school-meals/>

The school receives additional funding for every child who is entitled to free school meals. We therefore encourage all parents/carers to claim free school meals if they are eligible.

Payment for school meals

School meals must be paid for in advance.

It is the school's responsibility to pursue any instances of non-payment, as outstanding debts will have a direct and detrimental impact on the school budget. Any debts the school has to absorb will impact the amount of money available for expenditure elsewhere.

When a parent/carer has failed to pay the cost of a school meal, we will allow a meal to be provided where it is judged to be a temporary situation e.g. money lost, minor domestic issue, etc.

Parents/carers will be notified that their child's dinner money account is in debt. Reminders will be sent until the debt is cleared.

If the account is in debt with more than £25 owing, the school will notify parents/carers that they will have to provide a packed lunch for their child until the debt is cleared. If the arrears continue and the child is not supplied with an adequate packed lunch the matter will become a safeguarding issue and will be dealt with by the school's Designated Safeguarding Lead.

If at any time parents/carers are struggling with their finances, they should speak to the school's Family Support Worker in the first instance.

We will never let a child go hungry, and will assist parents/carers to access relevant support services.

Monitoring and recovery of debts

The Local Governing Body will be kept informed of any outstanding debts due to the financial implications for the school's budget. This policy aims to minimise the opportunity for debt to accumulate; however, the school reserves the right to begin legal proceedings to recover outstanding debt. Any write-offs of outstanding debt must be approved by the Local Governing Body following a recommendation by the Headteacher with reasons for no further action being taken.