



School Meal and Breakfast Club Payment Policy

Berkeley Primary School

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School Meal and Breakfast Club Payment Policy



It is the responsibility of the parent/carer to feed their child either by paying for a school meal or by sending a packed lunch.

School Meal Payment

1. School meals for pupils in Nursery, Year 3, 4, 5 and 6 must be paid for via the online Parentpay site.
2. If a pupil requiring a meal has no dinner credit they will receive one meal and parents/carers will be notified by letter and text/email that this has occurred.
3. If the pupil requires a second meal without credit on their account, parents/carers will again receive a letter and text/email asking them to pay immediately. The letter will explain that no more meals will be provided by the school until the debt is paid and the pupil must be provided with a packed lunch from home.
4. The school takes responsibility for contacting parents/carers who are in debt and will ensure pupils do not receive a school meal if in debt.
5. The school will check on Parentpay each morning to see who is in debt on their school meal account and will act accordingly.

Breakfast Club Payment

6. All monies to be paid online via Parentpay.
7. If a pupil arrives at the Breakfast Club but has no credit on their account they will be allowed to stay but parents/carers will be notified by letter and text/email that attendance must be paid for via the Parentpay site prior to any further attendance.
8. If the pupil attends a second time with no credit on their account, parents/carers will again receive a letter and text/email asking them to pay immediately. The letter will explain that further attendance will not be allowed until the debt has been paid.
9. Should the pupil arrive at the Breakfast Club a third time with no credit on their account they will not be allowed to stay and the parents/carers will be asked to take their child home and return them for the start of school.
10. The school will check on Parentpay each day to see who is in debt on their Breakfast Club account and will act accordingly.