

Northfield Junior School



Encourage each other to do well

Teamwork
Responsibility
Respect
Resilience
Kindness
Curiosity



Dinner Money Policy

Review Date		July 2026
Reviewed By		Sarah Housley
Job Role		Business Officer
Next Review Date		July 2027
Changes Explained	V1:26/07	Updated to new template.
	15.07.26	Amended to reflect dinner money not debt recovery policy
	V1:26/27 October 26	Amendment to table SHousley

School Meals

Chargeable Meals

School meals provided by Derbyshire Catering Service must be booked and paid for in advance by the registered parent or carer using ParentPay. This process eliminates dinner money debt and removes the need for a separate Debt Recovery Policy.

If a child requires a school meal that has not been booked in advance, a meal will still be provided. The cost of the meal will be added to the child's ParentPay account, and a reminder will be sent to the registered parent or carer via ParentHub and text message.

Any outstanding meal charges will be collected automatically when the next meal booking is made.

Meals may be booked in advance on a weekly, monthly or termly basis, according to parental preference.

Free School Meals (FSM)

Parents and carers of children entitled to Free School Meals (FSM) are required to book meals in advance using the same booking system. No payment is required for FSM bookings.

To support meal planning and reduce administration, FSM families are encouraged to book meals for the full term wherever possible.

Timescale for bookings

Bookings should be made in advance of the week ahead. However, should an unexpected meal be required that day, it can be booked up to 8.30am on the day of service on Parentpay or by contacting the school office.

Lunchtime Arrangements

Daily meal numbers are provided from the bookings made on Parentpay to the kitchen to ensure sufficient meals are prepared and to minimise food waste.

A meal register is produced each day and children are checked against this register before receiving their meal. Children who have ordered an alternative option, such as a vegetarian meal, sandwich, pasta dish or jacket potato, will be issued with an identifier card to present to the serving staff.

Where a meal has not been ordered in advance, the child may be asked to wait until the end of the serving period before receiving a meal to allow priority to be given to those who have pre-booked. However, every effort will be made to minimise any delay and no child will be denied a meal.

Meal Charges

At the time of publication, there are no planned price increases from Derbyshire County Council Catering Service. The current cost of a school meal is **£3.25 per day**.

Additional Servings and Desserts

Where surplus desserts or additional servings are available, these will first be offered to children who have received a school meal on that day.

Any remaining items may then be offered to children who have brought a packed lunch, subject to appropriate dietary, allergy and food safety considerations.

The school reserves the right to review and amend these arrangements in response to changes in catering provision, local authority guidance or operational requirements.