

**ST ANDREW'S CE
PRIMARY SCHOOL**

DINNER MONEY POLICY



St. Andrew's
C.E. Primary School

2018/19

St Andrew's CE Primary School is responsible for the collection and reconciliation of all school dinner money and from the 1st April 2010 will be liable for all arrears and non payments.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

Parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals.

St Andrew's CE Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School meal money should be sent into school on a **Monday morning** to pay for school meals for that current week. Payments should be handed to your **Child's Class Teacher** in an envelope and clearly marked with your **Child's Name**, **'Dinner Money'** and the **Amount**.
- School meals may be paid for in cash or by cheque payable to St Andrews C.E Primary school.
- Reminders will be sent to parents who have not paid for school meals, by way of letter.
- If payment is not received further letters will be sent home to chase any outstanding payments.
- If payment remains outstanding a phone call will be made to the parent.
- Should arrears total over £50 then parents will be contacted and requested to provide packed lunches for their child(ren) until the debt is cleared.
- In the event that a school dinner is expected when there are arrears then parents will be contacted by the school administrator and will be expected to bring a packed lunch to school.
- If payment remains outstanding with no attempts to clear the debt, a letter will be sent home to the parent offering the opportunity to clear the amounts according to a strict repayment schedule. If the debt is not cleared within the agreed timeframe, the debt will be passed on to a professional debt collecting agency.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted accordingly. If credits continue to the end of term they will be refunded back to parents in the form of cash.
- If your child would like to change from having a school dinner, and alternatively bring a packed lunch to school, parents are required to give a minimum of two weeks' notice to one of the school administrators.

This policy is reviewed annually.