



Nurture: Inspire: Challenge - To develop - Creativity: Love of Learning: Excellence

Dinner Money policy

Dinner Money Policy

Payment for school meals

- School meals are payable in advance - daily, weekly or half-termly.
- Payments should be sent via the class teacher.
- Parents may pay by
 - cash in an envelope clearly labelled with child's name and class or
 - cheque payable to 'Riverside Junior School' with child's name, class and 'dinner' written on the reverse.
- If children are absent any money paid in advance will be credited to the following day/week.
- If a child forgets their packed lunch and is given a school meal, parents will be notified on the same day and payment requested within 3 days, unless the child is eligible for Free School Meals.

Free School Meals

- Children whose parents or carers are in receipt of certain benefits may be entitled to Free School Meals. If you are uncertain of the criteria for Free School Meals please contact the school office.
- School will provide the necessary information and support to enable parents to apply for Free School Meals.
- If school receives notification of Free School Meals and the entitlement is to be back-dated, any money paid for this period will be refunded by the school.
- All information regarding Free School Meals will be treated as confidential.

Debt Policy

- Where a debt has arisen a step-by-step process will be followed. The time lapse between the steps will normally be 5 school days. However, this may vary depending on factors such as the level of debt and the time period within a term. The next step will be implemented if the debt has not been repaid or any contact made with the school.

STEP 1: a text will be sent stating the amount of debt and requesting payment.

STEP 2: a letter will be sent home with the child stating the amount of debt and requesting payment. A text will also be sent.

STEP 3: Parents will be contacted by phone requesting immediate payment.
Parents will be informed that if payment has not been received within 7 days then meals will not be provided until payment is made.

If parents cannot be contacted by phone, a letter will be sent via Royal Mail.

- School may exercise discretion in allowing a child to take meals that have not been paid in advance provided the **total amount of arrears does not exceed 10 meals per child**.
- If the debt is not cleared, parents must provide a packed lunch or take the child home for lunch.
- If a parent has been notified that meals will not be provided due to outstanding debt and the child does not bring a packed lunch, the School Business Manager will phone to request that either payment or a packed lunch is brought to school before lunchtime, or that the child is taken home for lunch.
- If a reasonable arrangement to clear a debt cannot be made, or is not honoured, the school reserves the right to begin legal proceedings to secure payment.

We acknowledge that on occasion, families have financial difficulties and in these circumstances the school will work with the family to agree a solution which is not detrimental to the child.

This policy will be distributed to all Year 3 parents at the beginning of each school year and to parents of new children in other year groups when they join our school. It will also be on the school website.

This policy is reviewed, evaluated and updated in line with the school's policy review timeline – every three years, or earlier if necessary.

Date reviewed: July 2014

Signed: _____ (Headteacher)

Signed: _____ (Chair of Governors)