



“Guided by Jesus Christ, our teacher, we journey together,
learning to dream, believe and achieve”

DINNER MONEY POLICY 2016 - 2017

St Clare’s RC Primary School is responsible for the collection and reconciliation of all school dinner money. They are also responsible to recover 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. Application forms for free school meals are available from the school office.

St Clare’s RC Primary School has a clear set procedures for the payment and collection of school meal money and any arrears that occur.

Meal Arrangements

- Pupils should opt at the beginning of each year (September) as to whether they wish to have a school meal or a packed lunch from home
- Should a pupil wish to change this arrangement, parents should complete a meal changes form’ obtainable from the school office.
- Changes should be notified at the beginning of a half-term wherever possible. However, a minimum of one week’s notice is required for any change, this is specified as kitchen orders are processed 7 days in advance and accurate numbers are required for ordering.
- Should a pupil, who has packed lunches, forget their meal or require a lunch Due to exceptional circumstances, then a school meal will be provided. Payment for meals of this nature is due on the day taken or the next day of school.
- Reminders will be sent to parents who have not paid for school meals that week. Parents may also be contacted by telephone and/or text message.
- Late payments will be accepted up to the Friday of the week in arrears.
- Should arrears total one week then parents will be required to send packed lunches for their child(ren) until the debt is cleared.
- In the event that a school dinner is expected when arrears stand at one week then parents will be contacted by the school administrator and will be expected to bring a packed lunch to school for lunch time that day.

- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance in extreme cases Children's Services.
- If a cessation of service letter has been issued, a parent will not have the option of transferring back to school meals unless the debt has been cleared. If the debt has been cleared the child will be allowed to transfer back to meals, however, meals will only be provided if paid for in advance. If payment is not received in advance then the meal service will cease immediately.
- Debts will be carried over between terms and remain with the child across the years in school to allow the maximum time for arrears to be recovered. Debts will not be written off.
- Continuation of non payment of arrears will result in being referred to the Local Authorities Legal Department. All costs incurred from this referral will be the responsibility of the parent.
- 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 at the end of academic school year.

Meal Charges

- The price of school meals is £2.20 per day, £11.00 per week (September 2015). The revision of charges for school meals will take place each September. Wherever possible parents will be notified of any increase during the term prior to the new charge.
- The school will adopt the pricing recommended by the local authority, but will try to keep costs down to a minimum.

Meal Payments

- All parents are expected to pay for school meals unless the pupil is in receipt of a free school meal.
- Parent/s must pay in advance for school meals using the payment methods outlined below:
- Credit/Debit Cards Online using ParentPay
- Pay Point Cards (Ask in the office about PayPoint payments)
- A full dinner money statement is available online via our ParentPay website, detailing meals taken and payments made.

Approved by the Governing Body on: 16th March 2016

Signed by: *W. Ryan*
W. Ryan, Chair of Governors

Date for review: 16th March 2017