



WATCOMBE PRIMARY SCHOOL

DINNER MONEY ARREARS POLICY

Adopted by the governing body Autumn 15

Watcombe Primary School

Dinner Money Arrears Policy

This Policy has been compiled recognising the difficulties placed on schools in balancing the social welfare of pupils with the management of the County Council's money. If debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay debts incurred by parents which most people in the school community would feel was unacceptable.

- Dinner money should be paid in advance, termly, half-termly or on the first school day of the week.
- Payment by cheque should be made payable to Watcombe Primary School. Cash payments are acceptable, either in a clearly named envelope or given to the school office or class teacher in the morning.
- We appreciate that circumstances change and that on occasions a child may need a school meal later in the week. In this case, payment should be made on that day.
- When a pupil has failed to produce dinner money, the school may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost on the way to school, domestic problem etc. Parents should be contacted and the meal should be paid for at the next opportunity.
- Where payment is not made as requested above, a reminder will be sent to the parent by the Administrator who will continue to do so, until the debt has been cleared.
- If payment is not forthcoming, the matter will be referred to the Headteacher if the amount has risen to £10+. At this point a formal letter will be sent to the parent giving notice that school meals have been stopped, and a packed lunch must be provided every day by the parent until the debt has been cleared.

- The Headteacher will also ask the parent to make an appointment with him so they may discuss a repayment plan, if payment is going to be difficult for them to achieve.
- If, in the opinion of the Headteacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded in writing to the parent and a copy kept as a record.
- If the problem persists, the Family Support Worker employed by the school should be informed and a request made for the family's Social Worker to visit and help them through any difficulties.
- If this action proves unsuccessful in securing payment, the parents will be advised that the school will need to refer the matter to the County Solicitor unless payment is made within 10 days. (must be over £100).

Policy Date: 2nd November 2015