



# ALL SAINTS C of E PRIMARY SCHOOL

## DINNER MONEY POLICY – 2014/15

All Saints' CE Primary School is responsible for the collection and reconciliation of all school dinner money and from the 1 April 2010 All Saints has been responsible 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 for 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.

All Saints' CE 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
- Changes should be notified at the beginning of a half-term wherever possible. However, a minimum of one weeks 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. A note should be sent in with the pupil requesting a dinner. Payment for meals of this nature is due on the day taken or the next day of school.
- Once 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. Generally speaking debts will not be written off.
- School meal money should be sent into school on a **MONDAY morning** to pay for school meals for that current week. Payments should be in an envelope and clearly marked with your child's name, class and 'dinner money'.

- School meals may be paid for in cash or by cheque (payable to All Saints' Primary School (please include card details on the back of the cheque)
- Reminders will be sent to parents who have not paid for school meals that week. Parents may also be contacted by telephone.
- Late payments will be accepted up to the Friday of the week in arrears.
- Should arrears total £10 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 from the Education Welfare Officers or in extreme cases Children's Services.
- 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.

### **Meal Charges**

- The price of school meals is £1.95 (September 2014). 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 generally 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.
- All payments should be made in advance on Monday of each week. Payments can be made by cash or cheque and should be in an envelope marked clearly with child's name, class and dinner money. Dinner money envelopes are available from the school office. Cheques are accepted, but please provide card details on the back to help with clearing at the bank.
- Change will not normally be given, but carried forward to the following week. This is to hopefully reduce errors and save admin time.
- A full dinner money statement is available from the school office, detailing meals taken and payments made. A charge may be made for this service if constant requests are made.