



DINNER MONEY ARREARS POLICY



Status	Approved By	Date Approved	Review Period	Date for Review	Statutory/Optional	SLG
Adopted	Full Governors	18 th January 2018	3 years	January 2021	O	AR

DINNER MONEY ARREARS



This policy is aimed at setting out the way in which the Headteacher and the Local Authority will support parents in difficulty, with regard to the purchase of school meals for their children at Lampard School.

It is expected that dinner money will be sent in with the student on the first day of the school week, clearly marked with the students name, the date and the number of meals that are being purchased. Parents may purchase meals for more than one week by sending in the money stating how many weeks they wish to pay, but this should still be done in advance of the meals being required. It is recommended that if a half term is being purchased in advance that a cheque is used or that the parents pay cash personally to the school to avoid money being lost by students.

When a student has failed to produce dinner money for whatever reason the details should be recorded in writing and a record kept. E.g. money lost on way to school or minor domestic problem.

After a student has built up 5 days of arrears the person responsible for the collection of the monies will report to the Senior Administrator the student involved and any additional information that they have regarding the non-payment. A reminder slip will be put into the student's home-school book.

If the arrears are not cleared, it will then be at the absolute discretion of the School Business Manager to determine what action should be taken. In the first instance this would normally be to make contact with the parent to find out if there are extenuating circumstances which are preventing payment. The outcome of this communication should be recorded.

If it is then felt appropriate after suitable opportunity has been given for the payment to be made, and none is forthcoming, than a letter should be sent informing the parents that the matter will be dealt with by the Revenue Team of the Local Authority. The same process will be followed if a cheque is not honoured by the bank.

Where it is discovered that the non-payment may be due to under-payments of benefits the parents should be advised of suitable sources of advice, e.g. Citizens Advice Service, Devon Welfare Rights unit. Parents should also be offered information on how to claim free school meals if this is appropriate. In these circumstances the above procedure will still be followed.

The Governors take very seriously their duty to ensure that all children at the school are supplied with suitable nutrition, and for that reason the process of collecting dinner money arrears will be seen as a separate process and under extreme cases the student will be supplied with a sandwich. If the arrears continue and the parent does not supply their child with an adequate packed lunch the matter will then become a safeguarding issue and will be dealt with by our Pastoral Care Team.