



Whimble Primary School

Dinner Money Policy

1. School meals must be paid for in advance preferably by cheque payable to 'Devon County Council', or if in cash, in a sealed envelope clearly marked with the child's name.
2. When a pupil has failed to produce dinner money, the school may allow a meal to be provided. However, details will be recorded in the Dinner Register and maintained as a record.
3. After a maximum of 5 days without payment for meals taken the school will contact the parents advising of the situation and the amount outstanding.
4. If payment is not received within five days parents will be notified that no school meals will be provided until the arrears are settled in full. Under these circumstances parents will be responsible for providing a packed lunch or a home lunch.
5. If payment is still not forthcoming further action will be taken. This may include legal proceedings. (Further details are available from the school office* - see appendix)

Appendix: DINNER MONEY ARREARS

This Policy has been compiled recognising the difficulties placed on headteachers in balancing the social welfare of pupils with the management of the County Councils money.

- 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, eg money lost on the way to school, minor domestic problem, etc. Details should be recorded in writing and maintained as a record.
- Where a pupil continues to require meals and no payment is made, the matter should be referred to the headteacher who should consider the individual circumstances of the pupil and parents.
- 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 and maintained as a record.
- Where a pupil has failed to pay for meals taken, after a **MAXIMUM** of 5 **DAYS**, the school should, in the first instance, write to or contact the parents advising of the situation and the amount outstanding.
- If this action proves unsuccessful in securing the money, the school will contact Client Support, of any debts still outstanding after ten days. 01392 382020 indicating the name and address of parent/guardian, the name(s) of child(ren) and the number of meals to be paid together with relevant dates. Client Support will follow up with appropriate action to recover the arrears.
- The same process should be used if a cheque is not honoured by the bank.
- *If Client Support are unsuccessful in recovering the debt the Governors will then take further action which may include legal proceedings*