

HEYBROOK PRIMARY
DINNER MONIES ARREARS/REFUNDS POLICY
2018-2019



1. GENERAL

Whilst recognising the difficulties placed on Headteachers in balancing the social welfare of pupils it is the responsibility of the school to ensure collection and reconciliation of all school dinner monies. The school is liable for all arrears and non-payments.

The Governing Body is committed to a transparent, consistent and fair approach to the efficient operation of the Dinner Monies system.

2. AIM

- To outline the school policy regarding School Dinners.
- To present a workable, fair mechanism for the collection of Dinner Monies.
- To work with parents to provide a flexible approach to the nutritional needs of pupils.

GUIDELINES

1. GENERAL

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 or are entitled to a free school meal under the universal free school meal scheme currently in place. Meal patterns are set at the beginning of each term and should not be altered. If a pupil arrives at school without a packed lunch, payment or if a pupil's free entitlement has ended, parents will be contacted to see if alternative arrangements have been made. If subsequently a meal is required parents will be informed of the cost.

Applications for free school meal entitlement can be obtained from the school office and staff are happy to assist parents with completing the application.

2. Procedure for payment and collection of Dinner Monies

- Dinner money should be received on a Monday morning in an envelope provided by the school office, showing the child's name, class and amount paid. Payments can be made in advance. Cheques should be made payable to Heybrook Primary School.

- Where a child is absent from school and a meal has been paid for these will be carried forward as credits and future payments adjusted accordingly.

3. Arrears/Refunds

The School Business Manager/Administrative Assistant meet on a regular basis to go through the arrears/refund reports. Letters and/or phone calls are made to parents detailing amounts owed and requesting payment. The usual timescale for this is within a week of the meeting between the Business Manager and the Administrative assistant. Some arrears arise from the Free School Meal entitlement being withdrawn retrospectively. This means school has to recover the costs already paid internally back from affected families. Each arrears case is treated in a sympathetic manner and parents are given the option to pay arrears in instalments where necessary.

Where more than one child in any one family is in arrears, payments will be deducted from arrears owing to any Year 6 child in the first instance to ensure this account is cleared before the child leaves school and transfers to High School.

All reports, letters and records of phone calls are kept in class order in a file retained in the office to ensure an audit trail is maintained.

In instances where parents refuse to pay or ignore requests for payments an interview with the Headteacher/School Business Manager will be arranged to discuss/address any issues. The school is not obliged to provide a school dinner where payment is not forthcoming or authorisation for free school meals has not been received. A decision to withdraw school meals may be made. In this instance parents will be expected to provide their child(ren) with a packed lunch. Once arrears have been cleared paid meals may resume.

Parents will be informed by letter/phone calls of any refunds due and the relevant paperwork completed and entered on the dinner monies system. Refunds will be kept in the safe until collected. Any refunds not collected within one term will be rebanked into the school account.

4. Debt Write off

In extreme circumstances where arrears are not paid despite following the systems above it may be necessary to write off a debt. The Headteacher has delegated authority to write off debts up to £200. For amounts above £200 the Headteacher/School Business Manager would make a formal request to the Governors Resource Committee detailing procedures followed to date. If a write

off is approved by Governors the appropriate audit paperwork trail will be maintained.

Confirmation the “Dinner monies arrears/refunds policy” in respect of Heybrook Primary School has been discussed by the Resource Committee on behalf of the Governing Body.

Signed by :

Chair of Governors: Date

Headteacher:.....Date.....

Agreed at the Governing Body meeting on

Next Review Date.....