

ST THOMAS MORE R.C. PRIMARY SCHOOL
DINNER MONEY POLICY

St Thomas More R.C. Primary School is responsible for the collection and reconciliation of all school dinner money and since the 1st April 2010 is liable for all arrears and non payments. Currently the school and its children are losing money because of non payment and late payment by some parents. This takes money away from the education of all children, wastes staff time and disadvantages the majority of parents who pay promptly and in full.

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.

The Governors have decided that parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals if required. If there is no credit on your child's account we will not be able to serve a school dinner and we will ring parents / emergency contacts to ask to bring a packed lunch for lunchtime.

Payment for school meals should be made in advance using either of the following methods:-

- Every child has a unique PIN number which is needed to use the revaluation unit in the main entrance area, it accepts notes and coins and is available every morning between 8.30 and 9.30 a.m.
- A cheque can be sent in an envelope made payable to 'St Thomas More R.C. Primary School' and clearly marked with your child's name and 'Dinner Money'.
- Standing order using the school form for regular payments only. The signed standing order form must be returned to the school office before payment starts.

St Thomas More R.C. Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- If your child is eligible for free school meals and the claim is being processed please contact the office immediately with proof of your claim. Alternatively please inform the school if there is a change in circumstances and the free meal entitlement has stopped.

- 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 can be adjusted accordingly.
- If payment is made by cheque and it is returned to the school from the bank marked unpaid, there will be a £5 administration fee added to your child's account.
- If there is no credit on your child's account we will not be able to serve a school dinner and we will ring parents / emergency contacts to ask to bring a packed lunch for lunchtime.

FURTHER SANCTIONS

- In the event that the account has no credit and no packed lunch is provided the school reserves the right to request advice and assistance from the Education Welfare Officer or in extreme cases children's services.
- We reserve the right to refuse requests to join After School Clubs if a child's dinner money account is in arrears.

This policy was agreed by the Governors at the Full Governors Meeting on 16th July 2013.

Signed: _____Chair of Governors

Date: _____

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