

Milton Abbot School



DINNER MONEY ARREARS POLICY

2017-2020

DINNER MONEY ARREARS POLICY

This Policy has been compiled recognising the difficulties placed on headteachers in balancing the social welfare of pupils with the management of the County Council's 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. The school uses School Dinner Money on-line service which sends out weekly reminders of outstanding money owed and followed up and monitored.
- 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 10 **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 should contact Client Support
- The same process should be used if a cheque is not honoured by the bank.