



ST JOHN BOSCO R C PRIMARY SCHOOL DINNER MONEY POLICY MAY 2016

Money owed to school has an impact on the budget and may affect the resources we can provide to all children. We trust that parents/carers understand this and will make every effort to avoid owing the school money.

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds.

The school's dinner money policy will observe the relevant financial regulations and guidance set out in the Scheme for Financing Schools and any other legal requirements, including Manchester City Council Audit.

Dinner money costs for the academic year 2016/17 will be £2.20 per day (£11.00 per week). Dinner money may be paid using our online Agora payment system.

If you are entitled to free school meals, you need to show a letter confirming your benefit entitlement to the school office. If you are unable to provide proof of entitlement immediately, or your child's name does not subsequently appear on the Free School Meal entitlement list given to the school by Manchester City Council Benefits Unit, we ask that you provide your child with a packed lunch until eligibility is confirmed.

Payment of Dinner Money

The Governors expect that dinner money should be paid in advance of meals being taken; this means that £11.00 should be paid on a Monday for the coming week.

Debt Recovery Procedures

Where payment from the parent/carer has not been received in advance, the following process will be applied:

First 'overdue payment' reminder

If payment has not been received by the *Wednesday* of that week, then parents/carers will receive a First 'Overdue Payment' Reminder. Communication will be made stating that £11.00 is owed and should be paid by Friday of that week.

An initial reminder may be informal and can be made either in person (when a parent/carer comes to collect/drop off the child), or by text. The date and details of the initial reminder will be recorded.

Second 'overdue payment' reminder

If money owed is not forthcoming a text will be sent home on the *Friday* (Second 'Overdue Payment' Text) stating that £11.00 is owed for that week and if the child wants school lunches the following week they should pay an additional £11.00 on the Monday (£22.00 in total). If this money is not received on the second Monday, parents must provide a packed lunch for their child.

Third 'overdue payment' reminder

If payment has not been received by the Monday of the second week and a packed lunch has not been provided by the parent/carer, this will mean that there is two weeks outstanding money.

A further text will be sent on the *Monday* of the second week (Third 'Overdue Payment' text) if money owed is still not received. If a meal is ordered on that day, communication will be made to the parent to ask for alternative arrangements to be made. A copy of the Dinner Money Policy will also be sent to the parent/carer.

Failure to respond to reminders / settle a debt

If there is no response to the third 'overdue payment' reminder text and no engagement with the school office staff, the debtor will be invited to meet the Headteacher and in some cases a member of the Governing Body to discuss how the debt will be settled.

Reporting of outstanding debt levels

The Head teacher will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the Finance Committee. The Finance Committee will review the level of outstanding debts every term to determine whether this level is acceptable and whether action to recover debts is effective.

If people are unable to pay

The School will carry out a sensitive approach to debt recovery. If you feel you have any special circumstances and need to discuss these with school please make an appointment to speak to the Headteacher, so that debts don't mount up and arrangements can be made to pay money owing as soon as possible.