

St John Bosco RC Primary School

With Jesus in our hearts, we love, pray, learn and play.



Dinner Money Policy September 2022

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 2022/23 will be £2.50 per day. Dinner money should be paid using our online Sims Pay payment system.

If you think you may be entitled to free school meal, please log onto and complete the information on the following website: <http://www.cloudforedu.org.uk/ofsm/sims>
Alternatively, please speak to Mrs Glean or Miss Corcoran in the school office who will ask you to fill out a form and will then complete the online form on your behalf.

Payment of Dinner Money

The Governors expect that dinner money should be paid in advance of meals being taken; this means that £12.50 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 via email. Communication will be made stating that £12.50 is owed and should be paid by Friday of that week.

An initial reminder may be informal and the date and details of the initial reminder will be recorded.

Second 'overdue payment' reminder

If money owed is not forthcoming an email will be sent home on the *Friday* (Second 'Overdue Payment' message) stating that £12.50 is owed for that week and if the child wants school lunches the following week they should pay an additional £12.50 on the Monday (£23.00 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 email will be sent and a phone call made on the *Monday* of the second week (Third 'Overdue Payment' message) 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 message 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

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.

Policy approved September 2022

To be reviewed July 2023