

DOVELANDS PRIMARY SCHOOL

Dinner Money Debt Policy

- Dinner money slips are sent home as a polite reminder to parents/carers in the first instance, they are put in envelopes and then put into the child's register.
- If we do not receive a response we will then send another slip, and ask the teacher to make sure that the slip is given to the child to take home.
- If the debt remains or continues to increase and no response has come from the parent/carer, we will then follow this up with a phone call home.
- The phone call consists of the parent/carer being advised that there is an outstanding debt and the slip may still be in their child's book bag/locker or they may not have taken the slip home which means that the parent/carer may not have had sight of the debt reminder and everything is kept on a friendly informal basis.
- They are then told about how much the debt is, and asked if this can be paid as soon possible.
- If the debt has gone over the school's threshold limit which is two weeks-worth of full dinners at present (£10.00 per week = £20.00). They will not be allowed to continue to have hot dinners until the debt is paid. If they continue to ignore this they will then be told by a phone call that their child will not be able to have any more hot meals at school and their child will be given toast, a piece of fruit and a drink.
- If they wish to put their child on to packed lunches and pay the debt off in small amounts at a time until it is cleared that is acceptable and this can be arranged with the Business Manager by contacting the school office.
- If the debit cannot be resolved governors will be informed and the debit will have to be paid by the school.