



# Dinner Arrears Policy

*'Learning with our head, heart and hands so that we can experience life in all its fullness'*

*Kindness, endurance, thankfulness, friendship and forgiveness*

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|--|--------------------------------------|
| Publish on Website?  | <b>NO / YES</b>                      |
| Approved by Finance and Premises committee on:                             | 17 <sup>th</sup> November 2021       |
| Staff Consulted:   | Business Manager and Admin Assistant |
| Ratified by Governing Body:  | 17 <sup>th</sup> November 2021       |
| This policy is linked to and should therefore be read in conjunction with: | N/A                                  |
| Review in:   | Autumn 2023                          |

## Dinner Arrears

**Dinner arrears to be capped to £25 per child , which is a fortnights worth of dinners.**

Dinner arrears emails will continue to go out every Monday. The expectation is that these arrears are paid within a fortnight. If the arrears are not paid in full then the following stages will be applied:

### **First stage**

If by the Monday a fortnight after the first reminder for arrears was sent the dinners have not been paid then parents will receive a phone call from the office stating that their child(ren) must now have a packed lunch until the debt is cleared in full. This phone call will be followed by a letter home from the School Office outlining the phone conversation. The letter will also provide the option for parents/carers to start a payment plan if necessary or discuss with the Headteacher.

### **Second Stage**

If the debt is not cleared in full then children will need to continue to have packed lunch. If children come into school without a packed lunch then the School Office will call parents and ask them to provide a packed lunch.

### **Third Stage**

If the debt has not cleared then a letter will be sent by the Headteacher inviting the parents in for a meeting to discuss reasons why, within that letter parents/carers will be informed of the next stage.

### **Fourth Stage**

If the debt still goes unpaid then another letter will be sent explaining that the arrears will be discussed with the Finance Committee of the Governing Body, where the next steps of action will be decided upon.

***If at any point the debts are paid in full then children can return to school dinners.***