



EXETER ROAD COMMUNITY PRIMARY SCHOOL

Dinner Money Arrears Policy

Books of tickets for school meals must be purchased from the school office in advance and payment can be made a cheque payable to Devon County Council or by cash.

When a parent/guardian has failed to pay for the cost of a school meal, Exeter Road Community Primary School may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost on the way to school, minor domestic problem etc.

A letter, text or email will be sent to the parent/guardian notifying them that their child's dinner money account is in debt and the outstanding balance.

Parents/guardians are asked to respond to the notification by return.

If the child's account is still in debt and the total family's account is in excess of £20 owing, the school will notify the parent/guardian that they will have to provide their children with a packed lunch each school day until the debt has been cleared.

Should the debt not be cleared within 15 school days, the debt may be referred to the Debt Recovery Team at Devon County Council. They will initiate debt recovery for overdue accounts in line with Devon County Council's financial standards and policies.

Parents/guardians may contact the Headteacher where a pupil continues to require meals and no payment has been made to discuss the individual circumstances of the pupil and their parents.

This policy has been compiled recognising the difficulties placed on Headteachers in balancing the social welfare of pupils with the management of Devon County Council's money.