



Church of England Academy

# **DINNER MONEY POLICY**

<b>Last updated:</b>	Adopted November 2018
<b>Date for Renewal:</b>	September 2022

Fishponds Church of England Academy strives to be a fully inclusive school. Our Vision statement is **Loving to Learn, Learning to Love** and this is underpinned by the Bible passage 1 Corinthians 13 v 4-7:

*Love is patient and kind; love does not envy or boast; it is not arrogant<sup>5</sup> or rude. It does not insist on its own way; it is not irritable or resentful;<sup>6</sup> it does not rejoice at wrongdoing, but rejoices with the truth.<sup>7</sup> Love bears all things, believes all things, hopes all things, endures all things.*

*(1 Corinthians 13 v4 -7 - ESV Bible)*

We have chosen 12 core values that we feel underpin that passage and we strive to teach and live these values together as a school.



## **INTRODUCTION**

Fishponds CE Academy is responsible for the collection and reconciliation of all school dinner money and this policy covers the procedures to be taken in the case of debts arising when parents/carers fail to pay for school meals.

The school is legally responsible for the public money we are allocated, have a duty to limit the amount of debt owed, to recover any money that is due to the school and ensure that none of the money intended for the education of our pupils is diverted to having to pay dinner money debts.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

This policy will be published on the school website and parents/carers advised of the policy when their children start at Fishponds CE Academy and through periodic reminders in the Newsletter.

## PROCEDURES

Fishponds CE Academy has a clear set of procedures for payment and collection of school dinner money and any arrears that occur:

- Parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement.
- Application forms for free school meals are available in the School Office, together with assistance with completion of the forms, if necessary. Applications can also be made online via [www.bristol.gov.uk/fsm](http://www.bristol.gov.uk/fsm)
- School meal money can be paid to the school by two different means:
  - 1) Parents can set up an account with School Comms and pay on line via that system.
  - 2) Cash/cheque payments can be sent into school and placed in the secure box in the Reception area on a Monday morning to pay for school meals for that current week. The payment should be in an envelope and clearly marked with the Child's Name, 'Dinner Money' and the Amount. Cheques should be made payable to ' Fishponds CE Academy'.
- If school meal payments fall into arrears, reminders will be sent to parents the same week by way of text. Texts are sent via the School Comms system and the School Administrator.
- If payment is not received and money is still outstanding, a second text will be sent to chase a payment the following week.
- If payment is still outstanding in the third week a phone call will be made to the parents/carers.
- In the event that a school dinner is expected when arrears stand at three weeks then parents will be contacted by the school and will be expected to bring a packed lunch to school.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance from the Education Welfare Officer or the Safeguarding Team.
- The school will, in exceptional circumstances, postpone the refusal to provide meals where parents have advised the school of their financial situation and school is satisfied that the funding will be forthcoming. The school will work closely with parents in working out a form of payment plan to help resolve the situation. However, where no attempt is made to clear the debt it will be forwarded to the Small Claims Court to recover. All administrative charges accrued will be added to the original arrears for full recovery
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following week's payments will be adjusted accordingly. If credits continue to the end of the term, credits will be carried forward to the following term, until the child leaves the school in Year 6 when a cash refund will be made to the parent.

*This policy is reviewed annually*