



Norton St Nicholas CofE (VA) Primary School

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Dinner Money Policy

Norton St Nicholas CofE (VA) Primary School is responsible for the collection and reconciliation of all dinner money and Norton St Nicholas is responsible for all arrears and non-payments; any debts incurred by parents, will be taken from the school budget. The principles of this policy also apply to all staff at Norton St. Nicholas. We request that all parents and staff give this policy their full support.

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.

Parents must pay for school meals **IN ADVANCE** unless their child(ren) have a free school meal entitlement – including all children in EYFS2, Year 1 and Year 2. Information about free school meals can be obtained through the school office.

Norton St Nicholas CofE (VA) Primary School has clear set procedures for the payment and collection of school meal money and any arrears that occur; as set out below:

Meal Arrangements/Payments

1. Pupils should opt at the beginning of each year (September) as to whether they wish to have a school meal or a packed lunch from home by returning the slip on the annual school dinner order letter
2. Should a pupil wish to change these arrangements, parents should put their request in writing to the school office
3. A minimum of one week's notice is required for any change; the kitchen orders food 7 days in advance and accurate numbers are required for ordering
4. Parents are expected to pay on a Monday morning (if paying weekly) or may pay for longer periods up to a term in advance if more convenient
5. If children are absent, their dinner money will be credited to their account
6. Parents will be issued a termly bill; this will be issued in the final week of a term prior to lunches being taken in the following term. A half-termly invoice stating the account balance – including any carry forward of credit due to pupil absence – will be issued at the end of each half term.

7. Should a pupil, who has packed lunches, forget their meal or require a school lunch due to exceptional circumstances, then a school meal will be provided. Payment for meals of this nature must be paid on the same day or the following morning at the latest (with the exception of children in receipt of free school meals)
8. Parents may pay by cash, cheque (made payable to Hertfordshire County Council) or online using the WisePay system
9. Correspondence will be initiated by the school to follow up unpaid debt:
 - 9.1. A letter will be issued to the parent at the end of the first 5 day period.
 - 9.2. Within 8 days of unpaid debt the parent will receive a phone call reminder and a second letter will be issued.
 - 9.3. If no payment has been received by the 11th day no school dinner will be ordered and the parent will be contacted by telephone to explain the situation
10. Should arrears total 10 school days then parents will be required to send a packed lunch in for their child(ren) until the debt is cleared; there will be no exceptions to this
11. In the event that a school dinner is expected when arrears stand at 10 school days, then parents will be contacted by the School Secretary and will be expected to bring a packed lunch to school for their child(ren) for lunch time that day
12. If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to bring legal proceedings to secure payment
13. The price of school meals £2.30 per pupil, per day. The revision of charges for school meals will take place each September

By ordering school dinners parents automatically consent to this policy.

Please remember to let the office know in writing if you wish to change to a different lunch arrangement.

Written: July 2013

Reviewed: Nov 2016

Next review Date: July 2017

This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010