



Procedures for unpaid dinner money

Introduction

This statement was written and implemented in January 2014.

Aims

Through this policy we aim to:

- Communicate with you our expectations of when and how to pay for your child's school dinners.
- Provide you with the information you need in order to be able to manage your child's dinner money account efficiently.
- Work with you and offer advice where needed in order to manage your child's dinner money account.
- Inform you of the consequences of not working with the school and adhering to the specifics of the policy.

Dinner money should be brought to school on a **Monday morning** in advance, or the first day back at school after a holiday or a child's absence, in a sealed envelope with the child's name and class number written on the front. Alternatively, payment by cheque is acceptable – please make these payable to "Nottingham City Council".

Please be aware that if money is outstanding we retain the right to refuse to supply your child with a school dinner and ask that you provide a packed lunch for your child until payment has been made.

Statement for Procedure for Outstanding Dinner Money

- At the end of the first week in which no dinner money has been received a text will be sent notifying parents / carers that a letter is being sent home, and your child will be handed a letter stating how much dinner money is outstanding.
- Midweek in the second week, if no money has been received and the parent / carer has not been to the office to discuss the debt, a phone call will be made to discuss any problems and expected payment date. If the parent / carer is not contactable by phone a text will be sent asking the parent / carer to get in touch with the school office at their earliest convenience.
- At the end of the second week where no dinner money has been received, we will check that your child has brought a packed lunch, and if this is not the case we will phone / text requesting a packed lunch is supplied, as we will no longer be able to supply your child with a school meal.
- Midweek in the third week, if we have received no payment or communication, we will try to contact you again by phone / text.

- At the end of the third week where no dinner money has been received a letter will be posted home to advise parents / carers that if the balance remains unpaid the following week, the outstanding amount will be referred to Nottingham City Council.
- Midweek in the fourth week, if we have received no payment or communication, we will try to contact you again by phone / text.
- At the end of the fourth week, a letter will be sent home with the child(ren) and a copy posted home to advise parents / carers that the outstanding amount has been referred to Nottingham City Council.

Please note that if you are having difficulty paying an outstanding amount; please contact the school office to discuss, as we will try to advise you of possible ways of clearing this debt.

Racial & Equality Statement

All children have equal access and inclusive rights to all aspects of school life regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current school policies are available for parents and carers to read. A copy of each policy is displayed in the school lobby and all policies can also be consulted online via the School website at www.amblesideprimaryschool.co.uk. The school will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.



Ambleside Primary School is an exempt charity and a company limited by guarantee, registered in England and Wales number 8246275. It has a registered office at Minver Crescent, Aspley, Nottingham NG8 5PN.