



# Mill Water School

Preparation for *their* best future

## **DINNER MONEY POLICY**

School meals must be purchased in advance and payment can be made online via schoolcomms, by cheque payable to Devon County Council or by cash. When a parent/carer has failed to pay the cost of a school meal, Mill Water School may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost, minor domestic problem etc.

A letter, text or email will be sent to the parent/carer notifying them that their child's dinner money account is in debt and what the outstanding balance is. Parents/carers are asked to respond to the notification by return. Reminders will be sent until the debt is cleared.

If the child's account is still in debt with more than £15 owing, the school will notify the parent/carer that they will have to provide their child with a packed lunch each school day until the debt has been cleared.

Should the debt not be cleared within 5 school days, the debt will 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/carers may contact the Headteacher where a pupil continues to require meals and no payment has been made to discuss their individual circumstances.

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. If the arrears continue and the parent does not supply their child with an adequate packed lunch the matter will then become a safeguarding issue and will be dealt with by our Designated Safeguarding Lead.