

## Pudsey Bolton Royd Primary School

'Succeed today,



prepare for tomorrow'

'A happy, welcoming, school community where we all engage,  
achieve and excel.'

### **DINNER MONEY ARREARS POLICY**

The Office Manager will be responsible for managing the dinner money arrears on behalf of the Headteacher and the school.

The School Prospectus states payment for school meals is made weekly, in advance, each Monday morning.

When arrears total more than five days, the school office will write to the parent requesting payment of the outstanding amount. Once arrears reach ten days a telephone call will be made directly to the parent informing them the arrears must be cleared by the Friday afternoon that week.

If payment is still not received a school dinner will be provided to the child for a further five days, then an official letter from school will be sent to the parent stating the amount owed and they will be advised of the contact details of the Leeds or Bradford Benefits Service in case they are eligible for free school meals.

At this point parents will be informed that alternative arrangements should be made for the child to bring a packed lunch or to be taken home until the arrears are cleared. Failure to comply with the above will result in the outstanding debt being referred to the Leeds City Council Finance Division via a Form 12 and a letter will be sent to parents explaining this and that an "Account to be Raised".

Policy written by: P Taylor – November 2008

Policy revised by: E Wilson – April 2012

Date Policy approved by Governors: 18<sup>th</sup> April 2012