

Simonside Primary School

Parental Contract for Paying Dinner Money

Making a Payment

- Parents/carers are expected to pay for school meals:
 - By cash or cheque on a Monday to the office in a sealed envelope in advance (week/month/half-termly/termly). Please note that cheques must be made payable to Newcastle City Council
- Newcastle City Council collects dinner money from the office on a Thursday and processes all payments received.
- Miss Monaghan checks for late dinner money on a Monday.

Absence/Trips/Refunds/Cash payments in advance

- Only meals that are taken need to be paid for.
- If a child is absent from school and the parent has already paid for a meal on that day they receive a credit which is applied to the next week.
- If a child is on a school trip and the parent has paid for a school meal, they can either:
 - Pay as normal and the kitchen will provide a packed lunch for the child
 - Bring a packed lunch from home and no money is owed.
- Cash payments in advance will only be taken if it is clearly marked on the envelope.

Free School Meal Application

- If you think you qualify for free school meals you must complete a FSM application form and return it to the office as soon as possible. Please note that the application asks for the details of the parent/carer who is in receipt of the benefits. The office will then scan the application form and send it to the local authority to be processed.
- You must pay for your child's meals (or send in a packed lunch) until the school is notified that your application has been processed and qualification is confirmed.
- If the qualification period includes dates in which you were paying for your child's meals we will arrange for a refund to be issued.
- If the local authority comes back to say proof of benefit is required, you must continue to pay for your child's school meals (or send in a packed lunch) until this has been done. Proof of benefit can be handed to the school office so that it can be scanned over to the local authority. This is the quickest and most efficient way to deal with the proof of benefit request.

Arrears

- Any dinner money not received for the current week is classed as arrears.
- A dinner money debt text is sent home on the next Monday to advise how much is owed.
- If a family owes for more than one week, a text will be sent home on the Friday to advise of the debt and inform the family that the child/ren **must** bring in a packed lunch until the debt is cleared.

- If debt is not cleared following the text reminders, the parent/carer is invited in for a meeting with the Head teacher or Deputy Head Teacher to discuss clearing the debt.
- If it is deemed appropriate then a payment plan will be discussed and agreed over a set number of weeks.
- This plan must be set out in writing and signed by all parties.
- Once the debt has been cleared in full the child can take up school meals again.
- If the payment plan is not adhered to and if the debt is not cleared the school can agree to pass the debt over to the local authority collection team.

Updated June 2017

Name of parent: _____

Name of child/ren: _____

I agree to the above contract: _____

Date: _____