



Hayes Primary School  
George Lane  
Bromley  
Kent  
BR2 7LQ

020 8462 1769

admin@hayes-pri.bromley.sch.uk

hayes-pri.bromley.sch.uk

@Hayes\_Primary



April 26<sup>th</sup> 2018

Dear Parents and Carers,

### Hayes Primary School Dinner Money Guidance

We have implemented new guidance in relation to school dinner money. This will ensure that there is clear and consistent approach to payments, and the collection of any outstanding sums.

We have had to implement this new policy as there are a number of outstanding debts in relation to school dinners which have grown to in excess of £2000. If these debts are not recovered, the school will have to fund any monies that aren't paid out of the main school budget. This will impact on the amount of money that is available to spend on the education of all pupils.

If you are experiencing difficulties with making any payments or feel that you may be eligible for free school meals, please contact Mrs East via the school office.

All school meals **must** be paid in advance.

The following information explains what will happen if any debts are incurred:

#### Stage 1

If a parent(s)/carer incurs debts for unpaid dinner money over £11.00 (equivalent to one weeks dinner money), the school will send a reminder letter home in the child's book bag to let parents/carers know the debt that has accumulated, and will ask them to pay the debt and provide options to discuss any financial concerns.

#### Stage 2

If the parent(s)/carer does not pay the debt and a total over £22.00 is owed (equivalent to two weeks dinner money), a further letter will be sent asking the parent/carers to pay the debt and provide them with the option to discuss any financial concerns.

#### Stage 3

If the parent(s)/carer does not pay the debt and a total over £33.00 is owed (equivalent to three weeks dinner money), a further letter will be sent. This letter will ask parents/carers to pay the debt by a specified date (around a week from the letters date) otherwise a school meal will not be provided and a packed lunch will have to be brought in from home.

PTO



Stage 4

If the parents/carers do not comply with any of these options, the finance team will send a final letter home explaining that the school will begin proceedings against them to recover the debt.

Yours Sincerely,

A handwritten signature in dark ink, appearing to read 'Mr Vitarana'. The signature is written in a cursive style with a large initial 'V'.

Mr Vitarana