



**Hayes Primary School**  
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March 2<sup>nd</sup>, 2020

Dear Parents and Carers,

### Hayes Primary School Dinner Money Guidance

Please be reminded of the below guidance in relation to school dinner money. This guidance ensures that there is clear and consistent approach to payments, and the collection of any outstanding sums.

This guidance was implemented as there were a number of outstanding debts in relation to school dinners which grew to in excess of £2000. If debts are not recovered, the school has 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.

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

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

##### Stage 1

If parent(s)/carers incurs debts for unpaid dinner money over £11.50 (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 parent(s)/carers do not pay the debt and a total over £23.00 is owed (equivalent to two weeks dinner money), a further letter will be sent asking the parent/carer to pay the debt and provide them with the option to discuss any financial concerns.

##### Stage 3

If parent(s)/carers do not pay the debt and a total over £34.50 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.

##### Stage 4

If parents/carers do not comply with stage 3, a further letter will be sent home stating that the school will instruct solicitors, and debt recovery will be initiated if contact/payment is not made by a specific date (one week later to the date of the letter). A school meal will not be provided and a packed lunch will have to be brought in from home.

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.

Yours Sincerely,

Mr Vitarana  
Headteacher

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