

# HAMPTON ACADEMIES TRUST: DINNER MONEY POLICY

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## Policy for the Collection and Management of Dinner Money

### Introduction

This policy concerns the collection of school dinner money and the approach to be taken in the cases of debts arising when parents/carers fail to pay for school meals.

### General Principle

- School meals must be paid for in advance.
- Payment can be made online via My Child at School (MCAS) for Primary school meals and Wisepay for Secondary schools. Students at Secondary schools can also add cash to their accounts at the cash loaders located near the dining hall.
- Parents / carers should ensure that their child's account(s) are in credit at all times.

### Free School Meal Entitlement

If parents/carers believe that their child(ren) may be entitled to Free School Meals they should complete an application form and return it to the school as soon as possible. They will be notified if their application is successful. Until this notification is received, meals should continue to be paid for.

### Procedure for Collection of Arrears

- An initial reminder will be sent when any account falls into arrears asking for the account to be topped up.
- If arrears continue to accumulate in the following week, a further request for payment will be made.
- If payment is still not forthcoming after 3 weeks, a final letter will be sent advising that we can no longer provide a school meal and that a packed lunch will need to be brought until the arrears have been cleared.

*These procedures have been put into place to make all parents and carers aware of the expectation that, as with all meal providers, restaurants and cafeterias, you would not expect to eat food that you have not paid for.*

We understand that from time to time there will be occasions when families may find themselves in financial difficulty. If this does arise, please contact the school as soon as possible, when we may be able to support alternative arrangements. All such contact will be treated in the strictest confidence.

APPROVED BY TRUSTEES: