



Norton St Nicholas CofE (VA) Primary School

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Guided by God's love, we educate and nurture each unique child, inspiring them to reach their full potential, and enabling them to flourish as caring and successful citizens who make a difference in their communities.

Dinner Money Policy

Policy Review

This policy will be reviewed in full by the Governing Body biennially.

The policy was last reviewed and agreed by the Governing Body in May 2025

It is due for review in May 2027

Dinner Money Policy

Norton St Nicholas CofE (VA) Primary School is responsible for the collection and reconciliation of all dinner money and Norton St Nicholas is responsible for all arrears and non-payments; any debts incurred by parents, will be taken from the school budget. The principles of this policy also applies to all staff at Norton St. Nicholas. We request that all parents and staff give this policy their full support.

Parents are responsible for providing a lunch for their child; this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

Parents must pay for school meals ***in advance*** unless their child has a free school meal entitlement (FSM or Reception-Year 2). Information about free school meals can be obtained through the school office.

Norton St Nicholas CofE (VA) Primary School has clear set procedures for the payment and collection of school meal money and any arrears that occur; as set out below:

Meal Arrangements/Payments

1. School meals choices can be made by children in their classroom in the morning or (once an on-line registration has been completed) school meals can be ordered in advance online.
2. Parents may pay by cash, cheque (made payable to Norton St Nicholas School) or online using the School Gateway system.
3. Parents are expected to pay in advance.
4. If children are absent, their dinner money will be credited to their account.
5. School meal accounts must remain in credit at all times and it is the responsibility of the parent to ensure the dinner money account is topped up as required. Parents or carers are automatically sent reminders when their account falls below the cost of two meals.
6. Should a pupil who is due to have a packed lunch forget their meal or require a school lunch due to exceptional circumstances, then a school meal will be provided. Payment for meals of this nature must be paid on the same day or the following day at the latest (with the exception of children in receipt of free school meals).
7. Should a child bring a packed lunch and also have ordered a school meal, parents or carers will still be charged.
8. Correspondence will be initiated by the school to follow up unpaid debt:
 - a. Within 7 days of unpaid debt, the parent will receive a phone call reminder and an email with the outstanding amount.
 - b. If no payment has been received by the 10th day, no school dinner will be ordered and the parent will be contacted by telephone and email to explain the situation. In this situation, parents will be required to send a packed lunch in for their child until the debt is cleared.
9. If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to bring legal proceedings to secure payment.

By ordering school dinners, parents automatically consent to this policy.