

# **St. Mary's Catholic Primary School**



**Through Jesus we learn  
and play, care and pray**

## **Dinner Arrears Policy**



## **Dinner Money Arrears Policy**

When a pupil has failed to produce dinner money St. Mary's Catholic Primary will allow a meal to be provided where it is felt that this is a temporary situation. Details will be maintained as a record on the School Meals Unit Register.

Where a pupil continues to require meals and no payment is made, the matter will be referred to the Headteacher who will consider the individual circumstances of the pupil and parents / guardians.

If, in the opinion of the Headteacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded on the School Meals Unit Register.

Where a parent has failed to pay for five meals supplied St. Mary's will in the first instance, write to or contact the parents/guardians advising of the situation and the amount outstanding.

St. Mary's will make every effort to recover the arrears, verbally and by letter and provide the opportunity for parents/guardians to repay the outstanding monies. See Appendix 1.

### **St. Mary's will not let debts for unpaid meals exceed £50.**

When all attempts to recover outstanding monies fail, a letter will be forwarded to the parents/guardians giving them notice that the service will be withdrawn. See Appendix 2.

Once the debt has exceeded £50 St. Mary's will request an external invoice to be raised via Cardiff Council Improvement System (CIS) online form.

At this point the St. Mary's responsibility will cease and the Council's Debt Recovery Service will pursue the recovery of amounts outstanding – which could lead to legal action.

St. Mary's will not accept any form of payment from the parent/guardian once the arrears have been notified to Education Business Support and an external bill has been raised.

Completion of the form will enable Education Business Support to contact the respective parents/guardian for any arrears outstanding. Should the parent/guardian fail to respond to this then the Education Business Support Team will go on to raise a bill to all respective parents/guardians for any outstanding monies.

Appendix 1

**St. Mary's Catholic Primary School  
Ysgol Gynradd Gatholig Y Santes Fair**

**Headteacher  
Miss C Russell**



**Wyndham Crescent  
Canton  
Cardiff CF11 9EF**

**Tel / Ffôn (029) 20225680**

Dear \_\_\_\_\_,

**OUTSTANDING DINNER MONEY**

Despite reminders regarding outstanding dinner money, the sum of £\_\_\_\_\_ is now outstanding for meals supplied to your child/children at the school.

This outstanding amount must be paid as soon as possible. Should you have any problems please do not hesitate to contact me and we will try to resolve the situation.

If you think that you may be entitled to Free School Meals please contact 029 2087 2873 for an application form.

Yours sincerely,

Headteacher

**St. Mary's Catholic Primary School  
Ysgol Gynradd Gatholig Y Santes Fair**

**Headteacher  
Miss C Russell**



**Wyndham Crescent  
Canton  
Cardiff CF11 9EF**

**Tel / Ffôn (029) 20225680**

Dear \_\_\_\_\_,

**OUTSTANDING DINNER MONEY**

We refer to previous correspondence dated \_\_\_\_\_ regarding the above I note that no payment has yet been received.

If the amount is not paid in full by \_\_\_\_\_, we shall have no alternative but to pass this debt to Cardiff Council, who will if necessary take legal action to recover the debt.

We would remind you that meals cannot be provided for your child/children in future unless payment is received in full. I am therefore requesting alternative lunch arrangements are made.

Should you wish to discuss this matter or have any queries please contact Education Business Support Tel 029 2233 0941.

If you think that you may be entitled to Free School Meals please contact 029 2087 2873 for an application form.

Yours sincerely,

Headteacher