



School Dinner Debt Procedure September 2017

The dinner debt list will be reviewed daily and the following procedures will take place.

Stage	Process	Outcome	Example
1	As soon as a child's school dinner account goes £2.15 (1 meal) or more arrears, the parent will receive an email to advise them from the school office.	If paid no further action is required. If the debt stays the same monitor for a week then stage 3 If the debt increases immediately stage 2.	Appendix 1
2	If the debt has increased then a letter to be sent from the Headteacher.	If paid no further action is required. If the debt stays the same monitor for a week then stage 3. If the debt increases go to stage 3	Appendix 2
3	If this stage has been reached then the account has gone over the £6.45 (3 meals) threshold. The account will be put on hold and a letter sent to inform the parents.	If paid un hold the account. If unpaid in a week further action will be taken in discussion with the governing body and headteacher	Appendix 3

If we are unable to monitor it daily and an account is £6.45 or more in arrears without any letters being sent out the account will still be suspended as per stage 3

