



Horn's Mill
Primary School

Statement of Practice with regard to Dinner Money Management

The information below is provided in order to support the effective and efficient collection of pupils' dinner money and has been designed to ensure that no large debts exist in the school budget relating to dinner payments owed.

- Dinner money payments are to be made online; the school no longer accepts cash payments for dinner money.
- Parents have been provided with a unique log in to gain secure access to the School Money portal. If you are struggling to use this log in please contact Mrs Waterson in the office after 12:30pm either by phone 01244 259680 or email admin@hornsmill.cheshire.sch.uk
- Card payments can be also be taken over the phone.
- Confirmation of any payments made on line will be sent to your email address.
- The cost of a dinner is £2.30 per day or £11.50 for a full week.
- Parents are politely asked to pay for dinners daily, weekly or monthly in advance using a credit or debit card. If your child does not use the number of dinners purchased in advance, your account will remain in credit or refunded at the end of the academic year upon request.
- If a dinner money debt reaches £11.50 you will receive a text from the school requesting that this debt be cleared. If the debt is not cleared within a week you will receive a telephone call from the school asking that the debt be cleared and providing you with options as to how this can be achieved.
- Should your debt reach £23, your child will not be allowed to access school dinners and a packed lunch will be required. If your child arrives at school without a packed lunch, school will telephone you and ask you to bring a packed lunch to us. At this point you will also be contacted by the Head Teacher.
- The school will work with you to agree a payment plan to clear any dinner money debt should this be required at any time.
- Should any debt be outstanding for more than one month, the Local Authority legal team will be advised and asked to take action accordingly.