



Exmouth  
Community  
College  
Academy Trust

## DINNER MONEY ARREARS POLICY

<b>Policy Details</b>	<b>Date</b>
Written by	Finance Manager
Reviewed by	Matt Burrell
Ratified by	Resources Committee
Date agreed by Governors	05.03.24
Review Cycle	2 yearly
Review date	Spring 2026

## Dinner Money Arrears Policy

This policy has been compiled recognising the difficulties placed in balancing the social welfare of pupils with the management of the Academy's money.

- When a pupil has a sQuid account with insufficient funds to purchase a School Meal, the College will allow a meal to be provided. Details should be recorded in writing and the sQuid account checked daily by the Catering Manager and when sufficient funds are available the cost of the meal will be deducted. If after two days the account has not been topped up the over spend will be referred to the Finance Team who will make contact with the parents/carers.
- Where a pupil continues to require meals and sufficient funds are not available on sQuid, the matter should be referred to the Principal who should consider the individual circumstances of the pupil and parents.

If, in the opinion of the Headteacher (or other senior member of staff), failure to provide a meal could have serious consequences for that pupil, a meal will be provided.

- This arrangement will be reviewed on a half termly basis by the Headteacher (or other senior member of staff).

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulation.