



Jarrow Cross
Church of England
Primary School
Borough Road, Jarrow, Tyne and Wear NE32 5UW
Tel: (0191) 4898354
Head Teacher: Mrs S. McBeth
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School Dinner Money Debt Procedure

1. A school meals reminder text is issued to the parents if lunch money is not paid at the beginning of the week.
2. A second text is issued to the parents by a Thursday.
3. A telephone call is then made to ascertain circumstances of debt, if necessary an appointment is made with the Headteacher to set up a repayment schedule.
4. A final letter is issued to the parents notifying them we will be referring them to the Local Authority Catering & Finance Department for debt recovery if a payment is not made.
5. If money is not received and the debt amounts to more than £50.00 per child, the Local Authority Catering & Finance Department will then follow this up at the Headteacher's discretion.



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