



Horn's Mill  
Primary School

## Statement of Practice with regard to Dinner Money & Snack Management October 2024

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

**NB – Reception children pay for snack in a different way and are eligible for free school meals, so this letter is not relevant to those children in Reception.**

- Dinner money payments are to be made online through School Spider. We do not accept cash payments.
- Parents have been provided with a unique login to access School Spider where you can make and manage payments. Please use the School Spider App so you can see notifications. If you are struggling to log in please contact Deb in the office between 10.30am – 3pm on 01244 259680 or email [admin@hornsmill.cheshire.sch.uk](mailto:admin@hornsmill.cheshire.sch.uk)
- Confirmation of any payments will be via a receipt to your email and will also show in your account on the School Spider App.
- The cost of a dinner is £2.40 per day or £12 for a full week. The maximum cost of a full week of snacks is £3.75
- Parents are politely asked to pay for dinners weekly or monthly in advance. If your child does not use the number of dinners or snacks purchased in advance for that week, the top-up credit will stay on their account until they next have a school dinner or snack.
- You will receive an email and message each Friday to show your top up credit balance remaining on your account. If you do not have enough credit to cover paid lunches and snacks for the following week, please top up your credit on School Spider.
- If your account is in debt on any given Monday, you will receive a message to inform you of this. If you do not clear the arrears by the following Monday morning your child will no longer be provided with snacks or lunches in school. You will need to bring a packed lunch from home.
- If after 7 days your account still remains in debt you will be sent a direct email from the school office.
- If the debt still remains, Mrs Wyatt will contact you to discuss further.
- In exceptional circumstances, debt management will be referred to the Local Authority Legal Team.