

## Payment for trips and school dinners

We would like to take the opportunity at the start of the new school year to inform new parents and remind existing ones about arrangements for paying for school trips and dinner money.

It is not practical for the office staff to hand out written receipts for all cash payments although we do send out payment cards, when requested, for residential and curriculum trips where multiple payments are involved. This acts as a receipt and should be kept by parents until the trip has taken place.

Paying by cheque is always an option (made payable to 'Derby City Council' for dinner money and 'Ravensdale Junior School' for everything else) which can then be tracked by parents to confirm that we have received and banked the money. Please be aware that cheques may take 6 weeks to clear. In order to help staff and parents alike we have always requested that all monies sent into school are placed in a **sealed envelope** (individually for each child) clearly marked with the following information:

Child's Name
Child's Class
What the money is for (dinners or trip name)
Amount enclosed
Date

All envelopes will be returned to pupils once they have been opened and initialled by staff to act as a receipt. If you don't receive this back within 2 days please follow this up with the class teacher or the office. If you have paid by cash and not received your envelope back it is likely that payment has not reached the office!

To summarise, only the following items will be classed as proof that school has received money for trips and dinners:

- Confirmation of a cashed cheque
- Signed envelopes
- Signed payment cards
- Entries on dinner registers and school trip lists

We hope that this will help all concerned where there is uncertainty over payments.

Dinner money can either be paid in advance for the half term or brought into school on a Monday for the week. All dinner must be paid promptly to ensure that pupils receive a meal.

The Governing Body at Ravensdale Junior School maintains a zero tolerance regarding debts and whilst we will always work with parents to settle outstanding amounts amicably, we will have no option but to take legal action if parents fail to pay amounts owing.

Thank you for your understanding

Mrs Z Cannon  
Headteacher

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