

Dinner Money

Detailed information about the Dinner Money process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Jun	<p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p>
Jul	<p>If your Catering Year starts in September, create a new Catering Year for this year and into next year in Dinner Money Setup.</p> <p>Update Meal Definitions if notified of any price changes for September</p> <p>Reconcile pupil balances.</p> <p>Produce appropriate letters for pupils with outstanding balances.</p> <p>Produce and submit Local Authority Catering Returns.</p> <p>Retrieve outstanding debts for staff and pupils, in particular any leaving the school.</p> <p>Repay any outstanding refunds.</p>
Aug	<p>Ensure that Dinner Money Meal Definitions have been updated with any price change before recording meals. Meal Definition changes can be backdated using Tools Dinner Money Backdate Meal Processing.</p>

Parent/Student App

Detailed information about the Parent/Student App process is available via the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Select **Other Products** | **SIMS Parent** or **SIMS Student** to launch the applicable documentation centre.

Aug

It is recommended that the following actions are taken over the Summer holidays:

- Unregister staff members and students who are leaving the school.
- Unregister parents of students who are leaving the school (except parents who have other children remaining in the school).

Schools can invite users at any point in the year. However, it is recommended that the following actions are taken over the summer holidays or early in the academic year:

- Invite staff members and students joining the school.
- Invite parents of students joining the school (except parents who have other children in the school already).