

Castlecroft Primary School



School Meals Remissions and Arrears Policy

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Charges

- School meals are charged at £2.60 per day, £13.00 per week
- Flexible meals are charged at £1.60 per day, £8.00 per week
- Staff meals are charged at £3.00 per day
- Meals are ordered daily

Payments

- All payments should be made via ParentPay.
- All meals should be paid for promptly with any outstanding balances paid off by the end of the week.
- Any payments made in advance will be carried forward if a child does not have a meal.

Free School Meals

- All free school meals have to be renewed every 12 months. You will receive a letter from the Civic Centre reminding you to do this.
- It is the parents' responsibility to ensure that forms are completed on time. School will support you, if requested, to help complete forms by the deadline set.
- If forms are not completed on time, you will be liable for the meals taken at £2.60 per day while waiting for approval.
- Delays on completing forms can result in substantial arrears; therefore it is important that these are completed as soon as you receive them.

Arrears

- At the end of each week an arrears report is printed where monies are owed.
- Parents will receive a text message if their account is in arrears.
- If dinner money arrears are still outstanding after a further week, then a letter will be sent.
- If parents are having difficulties making payments, we recommend that they contact the school at the earliest opportunity. Additional support may be offered through a number of pathways.
- If arrears remain outstanding after a further week, or become substantial and over the limit, set by the Civic Centre and without any discussion with the school, then a further letter will be sent giving a deadline date and parents will be warned that their debt may be referred to the Civic Centre.
- If no payment has been received after the date specified it will be referred to the Civic Centre to commence formal debt proceedings. A final letter shall be sent explaining that the debt has been referred to the Civic Centre.
- The Head teacher has the discretion to request that parents send a packed lunch where substantial debts have been incurred and the parents have not come to an arrangement with the school to repay the debt.