



School Money - Payments & Arrears Policy

2021-2022

Document owner: Miss Smart

Date Approved	
Review Date	
Approved by which committee	
Chair of Committee Signature	

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Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





Introduction

This policy provides guidance on school meals and how school manage school meals income, and the process followed if / when arrears arise.

1. Charges

School meals are charged at pupils £2.20 per meal and staff £3.20 per meal. Payments can be made daily, weekly or monthly in advance. Payments for school trips when scheduled can be paid for, these will be set up by the school office with expected payment dates.

2. Payments

School meals are to be made payable in advance by Monday morning of the current week. We are a cashless school and use School Money as our payment system. When a new pupil starts our school, we send out a welcome message to parents/carers from the School Money system with their individual log in details to access their child's account.

It is expected that all meals are paid for promptly and in full with any outstanding balances paid by no later than the end of the week (Friday at the end of school).

Payments can be made in advance as a way of topping up their child's dinner money account, so that when your child uptakes a meal within school it deducts this from the balance.

If your child has money still in their account at the end of the current week, this will then carry over to the following week for any meals taken for that week. All payments that are received through this system are recorded and a receipt of payment is issued to the parents/carers registered email address.

3. Free School Meals

All children in Reception, Year1 and Year2 will be eligible for a school meal under the Universal Infant Free School meals scheme. This is a scheme where the Government pays for all children in these year groups to have a free school dinner.

Some children may be able to get free school meals if parents/carers are in receipt of any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit



- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If a child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary)

4. Arrears

- At the end of each week the school will generate an arrears report, this produces a detailed list of pupils and monies owed.
- Parents/carers will then receive a text message from the School Money system to notify them of any outstanding balances due if payment is not made by the Monday of the following week, then the school office will send a reminder text message to parents/carers to bring their account up to date.
- If after receiving text message reminders, payment of outstanding balance is not received then a 1st letter reminder (**See Appendix 1**) will be generated from the school Money system and will be sent out to parents/carers to inform them of their outstanding balance.
- If following this letter, the outstanding balance remains unpaid then a 2nd reminder letter (**See Appendix 2**) will be sent to parents/carers from the school directly to inform them of the outstanding balance and give an option of a payment plan support.
- If still no payment of the outstanding balance is received, then the school will contact parents/carers by telephone to discuss the outstanding balance and offer to attend a meeting to discuss the arrears.
- If there is a non-attendance by the parents/carers to the arranged meeting and still no payment made for the outstanding dinner money, we will send a final letter (**see Appendix 3**) to parents informing them that their case will be passed onto the Governing Board for consideration, which may result a referral to the debt collection agency (Payments teams at Wolverhampton City Council).

School Money - Arrears Policy



Monitoring and review

This policy is monitored by the Governing Board, and will be reviewed annually.

Signed:

Date:



Appendix 1 - School Money Letter 1st written reminder.



Wed 19 May 2021

Dear Sir/Madam,

This letter is to inform you about the pending overdue payments for the student _____. The total amount that needs to be paid is £_____.

You can find all the payments related information in the table below. Please take a moment to review them.


Payment Type	Description	Reference	Overdue Amount	Overdue Date	Last Contact Date
Dinner Money	School Dinners	W/C 17 May 2021	£_____	Mon 17 May 2021	

To pay the arrears please go to www.eduspot.co.uk Thank you.

Yours faithfully,



Appendix 2 - School letter 2nd reminder.



Loxdale Primary School
 Dudley Street, Bilston, West Midlands, WV14 0AU
 Phone: (01902) 558570
 Email: loxdaleprimaryschool@wolverhampton.gov.uk

Headteacher: Mrs P Scott

Date _____

Child's Name - _____ Class - _____

Dear Parents/Carers,

Please note that we do not appear to have received any payments for meals taken as listed bellows.








Week Ending*	Number of Meals*	Price Per Meal*	Total Amount Due*
From until		£	£


It would be grateful if you would log onto School Money System or contact the school office to make payment of the above outstanding balance immediately. If you are experiencing financial difficulties and would like to discuss repayment options, please contact the school office and arrange a meeting with Mr Brooke the School Business Manager.

Please note, if the balance of £_____ is not paid in full by _____, we will refer this matter to the Local Authority debt recovery team.

Yours Sincerely


Mr S Brooke
 Business Manager





Appendix 3- Final letter before referral to debt collection at the local authority.



Loxdale Primary School
Dudley Street, Bilston, West Midlands, WV14 0AU
Phone: (01902) 558570
Email: loxdaleprimaryschool@wolverhampton.gov.uk

Headteacher: Mrs P Scott

Date _____

Child's Name - _____ Class - _____

Dear Parent/Carer,

From our records, your child's dinner money account is currently in arrears and we have tried to contact you recently to discuss prompt repayment.

Despite several reminders and attempts to contact you on the telephone number we have on file, still no money has been paid and no application for free school meals to the Local Authority has been submitted.

The amount outstanding is £_____

School is unable to carry outstanding dinner money arrears in accordance with the requirements of the Local Authority Audit Department.

Could you please bring all outstanding dinner money up to date by _____ or alternatively provide a packed lunch for your child in order to prevent the arrears escalating further.

Should you have any problem with this request, please do not hesitate to contact me and we can arrange a meeting to discuss this further and agree a payment plan for the outstanding balance.

If we have no correspondence from you with regards to this letter, or no payment made to clear the outstanding balance, your account will be transferred to the debt collection agency for Wolverhampton City Council.

Yours sincerely,

P SCOTT
Headteacher

