



## School Meals Arrears Policy

*The Lord says, 'For I know the plans I have for you .... plans to give you hope and a future.' Jeremiah 29 verse 11*

**Date Approved:** 06.12.2023

**Review Date:** December 2024

**Signed:**  (Chair of Staffing and Finance)

## **School Meals Arrears Policy**

### **1 Introduction**

School meals are available to Key Stage 2 children at a cost of £2.40 per day or at no cost to those in receipt of free school meals. Children in Reception, Year 1 and Year 2 receive school meals free of charge due to the Government's Universal Infant Free School Meal initiative. Payment for school meals is requested in advance and we encourage all payments to be made online via the school Gateway. Where parents experience problems with accessing this facility the school office will offer assistance.

All cheques should be made payable to Wolverhampton City Council or St Michael's CE Primary School.

If a child has a meal booked and leaves school early due to illness, the meal is cancelled and no charge is made.

### **2 Arrears Procedure**

Office staff will send out a weekly reminder slip for all outstanding school meals payments. A MarvellousMe message is also sent as a reminder. If parents/carers do not respond to this reminder and still have an outstanding balance for school meals, a three stage procedure is then actioned over a three week period, until payment is received.

- **Letter 1** - A formal reminder letter sent home, reminding parents/carers of outstanding arrears and advising if payment cannot be made to make an appointment to discuss the matter with the School Finance Officer.
- **Letter 2** – If letter 1 is not adhered to, this is followed up with letter 2. Letter 2 again acts as a reminder of outstanding arrears but issues a payment deadline.
- **Letter 3** – If letter 2 is not adhered to, this is followed up with letter 3. Letter 3 informs parents/carers that their arrears have been passed to the Board of Governors and a meeting has been arranged for them to meet with the School Finance Officer. Date and time is specified in the letter.

If arrears continue to increase the debt is referred to The Board of Governors to action accordingly. Any debt over £75.00 can be referred to the LA Debt Recovery Service.

### **4 Monitoring and review**

This policy is monitored by the governing body and will be reviewed annually.