



Executive Head Teacher—Mrs Sarah Helm

School Meal/ Wraparound Care Debt Procedure

This procedure is written to clearly outline what the Wye Forest Federation responsibilities are in the management of debts for both school meals and wraparound care (breakfast club and after school club).

This policy will be effective from **1st January 2019**.

Both schools are required to use ParentPay to collect any income, however schools can collect cash as an exception and with the agreement of the Head teacher.

Day to day responsibilities

- To update ParentPay weekly for Wraparound care and meals booked, this should include any cash received directly to school.
- No action is expected to be taken to recover any debt under £10, however schools should inform parents/guardians on a weekly basis if they are in debt.
- To ensure payments are up to date by clearly communicating with parents/guardians. Letter templates are available from ParentPay.
- Assist in FSM process by signposting parents/guardians where to apply for FSM, and ensuring that entitlements are kept up to date and valid on the system. It is the schools responsibility to reconcile once a month to ensure ParentPay is up to date and minimise risk.
- To contact a parent/guardian where the meals has not been paid for and pupil has no packed lunch. This should be done for all debts over £10.
- To maintain records of these contacts for proof of debt.
- To maintain accurate records to allow or recovery of debt.
- To notify parents/guardians of any price changes or change of menu.

For debts of £10.01-£30.00 per family

- Schools to run debt letters on a weekly basis from ParentPay system and notify Parents/Guardians. The school should try to arrange payment or agree payment plan.
- Payment plans to be clearly documented and agreed with Parent/Guardian. Head teacher to be notified of plan in place.
- To maintain all records of debt and evidence of this being chased.
- Hold at least one welfare meeting with parent/guardian to agree plan and agreed actions noted.

For debts between £30 - £80 and above per family

- To provide evidence of debt by accurate maintenance of ParentPay system
- To provide evidence of welfare meetings with Parent/Guardian and actions agreed.
- Where the school are aware of child moving away who owe for school meals, to inform receiving school or LA.
- To notify the parent/guardian of intent to withdraw provision and outline agreed action.

Staff/Visitor Meals

- Any staff duty meals to be recorded correctly on ParentPay, all charges for these are met within school budget.
- Staff are entitled to purchase a meal and this is chargeable. Any staff meals that remain unpaid for 1month, will mean that the member of staff will not be able to order further meals until debt is cleared.

Sharing, caring and working together, through a wide range of experiences and opportunities.