

# BUSHBURY HILL PRIMARY SCHOOL



## School Meals, Payment, Remissions and Arrears POLICY

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## **Bushbury Hill Primary School School Meals, Remissions & Arrears Policy**

### **Charges**

- School meals remain at the charge of £2.30 per day, £11.50 per week
- Staff meals are charged according to the menu created by Miquills and orders have to be placed with Jordan in the office. This is located in the staff room and office.
- Meals are ordered daily by 10am

### **Payments**

- Payment are made by using Pay360. Parents and staff have accounts.
- All meals should be paid for in advance.
- Any payments made in advance will be carried forward if a child does not have a meal.

### **Free School Meals**

- You may be able to claim free school meals for your child if you meet the Government's eligibility criteria and your child is a full-time student at a school in Wolverhampton.
- The Local Authority will check eligibility using a secure Government website.
- If your child is eligible for and registered to receive free school meals between 1 April 2018 and 31 March 2023, they'll remain eligible until they finish the phase of schooling (primary / Year 6 or secondary / Year 11) they're in on 31 March 2023.

### **Arrears**

- Pay360 sends out payment arrears notifications on a daily basis until parents fund the account.
- Parents will receive a class dojo message / telephone call from the school office to remind parents they owe dinner money and that their account needs to be kept in credit.
- If dinner money arrears are still outstanding by the end of the week, a letter will be sent explaining that packed lunches will need to be provided from home.
- If arrears remain outstanding for over 15 days or become substantial and over the limit set by the Civic Centre 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.
- Wherever possible, payment plans will be considered to support families with their finances.
- 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.