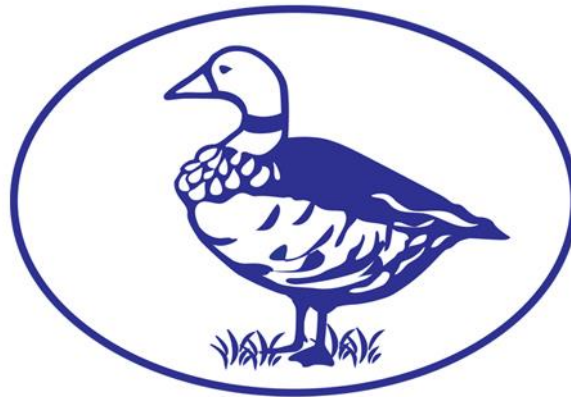


September 2015

HOO ST WERBURGH PRIMARY SCHOOL AND MARLBOROUGH CENTRE



Cash Collection Policy

**Chair of Governors: Mr I Chappell
Date: 17th November 2015**

**Interim Executive Head: Mr F Eagles
Date: 17th November 2015**

Cash Collection Policy for Medway Schools

Introduction

The contract to provide school meals (in participating schools) in Medway has been re-let, starting from August 2014 for a period of 3 years with a 2 year extension period starting August 2017

The successful catering contractors are commercial companies that deliver the school meal provision within Medway schools. As part of the contractual arrangements there is a requirement to have in place a debt policy for the collection of dinner monies. The aim of the policy is to ensure that the collection of school dinner monies is carried out in an efficient professional manner. The policy will also provide a clear understanding for all stakeholders involved.

In the current economic climate the aim of the policy is to prevent any unnecessary build up of debt for parents related to unpaid school dinner monies.

Who undertakes Cash Collection?

The catering contractors are responsible for the collection of paid dinner monies from parents, along with the security and banking in all schools however, in some instances, joint responsibility for collection of cash may be an appropriate arrangement for some schools.

Process

Lunch money is due on a Monday in advance for the week, or money can be brought in daily.

All monies must be sent in an envelope with the pupil's name, class and amount sent. (All envelopes will be treated as confidential and destroyed accordingly)

Payment can also be made monthly, half termly, or termly in advance by cheque made payable to the catering contractor and or in cash.

When the monies are received for a pupil's lunch this will be entered in a dinner register against the child's name.

What happens if a pupil does not have the money to pay for a school meal?

Where a parent/carer fails to send in money for their child's lunch on a Monday, a letter (from the catering contractor), will be sent home via the child

reminding the parent of the outstanding amount. Should there be monies still outstanding on the Friday of the same week a second letter (from the catering contractor), will be sent home via the school office (please see note regarding data protection). This letter will request that an alternative provision for lunch be made unless all unpaid dinner monies are received.

The catering contractor will not be able to provide meals where there is a current outstanding debt; payments received for school lunches will be deducted from any outstanding debt, until the debt is cleared.

Responsibilities

The catering contractor must inform the school of the date school meal provision will cease in the event that the letter stopping meals is to be sent out to a parent.

Data protection does not allow the contractor access to personal details relating to pupils and/or, parents and carers. Any communication with parents/carers in relation to the withdrawing of school meals will need to be through the school. (However the cost of any postage in relation to the withdrawing of school meals monies will be the responsibility of the catering contractor). The school representative will then need to advise the parent/carer that the child will not be provided with a meal without payment being received.

In some cases the school will request that a child receives a meal, although no payment by the parent/carer has been made. In this instance the school will be required to reimburse the catering contractor.

How will Free School Meals be authorised?

Free School Meals will only be issued to eligible pupils after receipt of the Authorisation Form from Medway Council. Reimbursement for back dated meals will only be from the date on the free meal authorisation form.

Free school Meals will be reconciled on the SMC2 document .The SMC2 is a Medway Council form, which is an independent record of free meals taken. This document needs to be signed off by an authorised signatory from the school and also the catering contractor.

How much will the meals cost?

From 1 September 2015, the set meal of the day will be

Primary Pupils subject to your school meal provider

Secondary Pupils subject to your school meal provider

September 2015

Duties Adult subject to your school meal provider

Paid Adult subject to your school meal provider

All purchases made by adults are subject to VAT on the tariff charges shown.
All cash cafeterias will also provide a range of additional foods and beverages
and a complete tariff will be provided.