

UPLANDS JUNIOR SCHOOL



School Meals/Packed Lunches

SCHOOL MEALS

Your child is no longer automatically eligible for Free School Meals. If you think you are still entitled to claim either Free School Meals or Flexible Charging Scheme you **must** let the school office staff know as soon as possible. Until we receive notification confirming your eligibility, all meals taken will be charged at the cost of £2.20 per day.

We are pleased to offer the option of two methods of payment for school meals.

1. Weekly at a cost of £11.00 per week
2. In advance for half or full term



The cost of meals for the **Autumn Term** is as follows:

Half Term:	02/09/20 to 22/10/20	£81.40
Half Term:	02/11/20 to 18/12/20	£74.80
Full Term:	02/09/20 to 18/12/20	£156.20

School Meals will cost £2.20 per day from September 2020. All payments are to be made using **SIMS PAY Agora cashless system ONLY**.

- Weekly at a cost of £11.00 - payable every Monday in advance.
- In advance / monthly / half term/ full term a charge forecast letter will be sent on request.
- School WILL NOT ACCEPT ANY PAYMENTS BY CASH OR CHEQUE.

If you think you may be entitled to free school meals or flexible charging scheme, but do not currently claim, you can check your eligibility at www.wolverhampton.gov.uk/freeschoolmeals This entitles you to a discounted rate of £1.00 per meal (saving around £200 per child over a whole school). To qualify for this discount, your annual income **must be less than £16,190** and you should be receiving Working Tax Credit. If your income is less than £16,190 but you do not receive Working Tax Credit, you may still qualify to receive additional benefits including free school milk as well as free school meals, discounted school visits and subsidised residential visit costs.

The School Admin staff are very happy to set up meal patterns for the children, for example having a school meal on Tuesday, Wednesday and Thursday with a packed lunch on Monday and Friday. We try to be as flexible as possible but if children make changes and do not inform us of the changes this can cause immense problems with our accounting system, not to mention the problems for the kitchen staff who rely on the numbers given to them each morning to cook the correct number of meals.



We would be grateful if your child's meal pattern could stay the same for each half term.

We would also be grateful if you could inform us in writing if you are changing your child's meal pattern or call in and see us.

We hope you will support us in this but if you do have any queries please contact the office admin staff who will be pleased to help you.

UPLANDS JUNIOR SCHOOL MEALS PAYMENTS AND ARREARS POLICY

Charges

- School meals are charged £2.20 per day, £11.00 per week.
- Flexible charging meals are charged at £1.00 per day, £5 per week.
- At the end of each half term you will receive a Charge Forecast letter detailing the predicted costs for your child's meals. This is based on the meal pattern we have recorded in school. Please ensure that this does not change unless you notify the office staff.

Payments

- Payment can only be made by using SIMS PAY Agora cashless system.
- All payments received are recorded on the SIMS system and updated daily.
- All meals should be paid for promptly with any outstanding balances paid off by the end of the week.
- There is the facility to make payments in advance; however large balances should not be accrued.

Free School Meals/ Flexible Charging Scheme

- Please apply online at www.wolverhampton.gov.uk/freeschoolmeals or speak to the school office.

Arrears

- On a regular basis ideally at the end of the week an arrears report is printed.
- All arrears will receive an automatically generated arrears text from the SIMS system. This text details the amount of arrears and requests payment as soon as possible.
- If arrears remain outstanding for over 2 weeks, children will need to bring sandwiches to prevent the debt from escalating.
- If arrears become substantial and over the limit set by the Civic Centre then a final letter will be sent giving a deadline date.
- If no payment has been received after this date it will be referred to the Civic Centre to commence formal debt proceedings.