



# UPLANDS JUNIOR SCHOOL

*Finchfield Road West*

*Finchfield*

*Wolverhampton WV3 8BA*

*Telephone (01902) 558870      Fax: (01902) 558873*

*Headteacher: Mrs S Webster-Smith*

## **UPLANDS JUNIOR SCHOOL** **SCHOOL MEALS PAYMENTS AND ARREARS POLICY**

### **Charges**

- School meals are charged £2.10 per day, £10.50 a week.
- Ideally meals should be ordered for the whole week, rather than odd days.
- Please give us adequate notice if you need to change from your usual order.

### **Payments**

- Payment can be made by cash or cheque (cheques must be made payable to Wolverhampton City Council).
- All payments are received in the morning and recorded on the SIMS system.
- All sessions 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**

- It is the parents' responsibility to ensure that the forms are completed on time.
- If forms are not completed on time, you will be liable for the meals taken at £2.10 per day while waiting for approval.
- Delays in completing forms can result in substantial arrears; therefore it is important that these are completed as soon as you receive them.
- Following the end of the free school meals pilot, governors agreed to subsidise the cost of meals by £1.00 to families who previously would have been eligible for free meals under the pilot scheme. A charge of £1.00 per day is made to eligible families.

### **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 letter from the SIMS system. This letter 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.