

Cash Collection Policy for Inspire Partnership Schools

Introduction

The contract to provide school meals in the Inspire Partnership Academy Trust has been awarded to Chartwells, beginning August 2019.

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?

Chartwells is 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. From October 2019, payment of school meals will be online via ParentPay.

Process

Lunch money is due on a Monday, in advance for the week, or payment can be made daily. Any cash payments should be in a sealed envelope clearly marked with the child's name and class. Payment can also be made monthly, half-termly, or termly, in advance by cheque made payable to Chartwells, by cash or online via ParentPay.

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 or pay for their child's lunch online, they will not be permitted to incur a debt of more than 5 meals. A payment reminder letter will be sent after the first missed dinner payment and a second letter sent after three further days. A final letter advising the parent/carer that meals will be withdrawn should be sent after 5 days of unpaid meals. If dinner money is being paid online, reminder letters can be sent out via the ParentPay website direct to parent email addresses.

As GDPR does not allow the contractor access to personal details relating to pupils and/or parents and carers, any direct communication with parents should be made via the school. If the provision of school meals is to be withdrawn for any particular child, Chartwells and the school should discuss whether the school wish to make payment for the meals or whether the parent is advised that a packed lunch is supplied from home.

If the school wish the child to continue to receive a meal then the attached authorisation form should be completed by the school so that reimbursement can be made to Chartwells. (*See attached authorisation form*)

All purchases made by adults are subject to VAT on the tariff charges shown, and must also be paid for in cash or via ParentPay, whichever method is agreed with the school.

AUTHORISATION FOR SCHOOL MEALS

DATE:	Unit No.
SCHOOL NAME:	
NAME OF CHILD:	CLASS:
NUMBER OF MEALS TO BE PAID FOR	

This is to confirm that the school will take responsibility for payment of school meals for the above-named child.

Signed _____

Print Name: _____

Head Teacher