



## Lunch Payments Policy

<b>Governor approval</b>	<b>Next review</b>	<b>Responsible Person</b>
May 2021	As required	School Business Manager

As Ashdene is unable to carry a large amount of debt the following procedure has been put into place with regards to payment of lunch debts.

### **Payment collection process:**

#### **Start Week two (once one week's money is owing)**

Parents will be chased via email (by Finance) if any money is owing on their lunch account. This is to be paid via Gateway.

#### **End Week two**

When a second week's lunch money is owed (according to a child's lunch pattern) a formal letter will be sent via the child reminding them how to pay and stating the amount due. Also stating that if this continues the child will need to bring packed lunches into school.

#### **Start Week three**

If no money has been paid at this point parents will be telephoned to advise a packed lunch needs to be brought into school with immediate effect until the debt is fully cleared.

#### **End Week three**

If no money is paid by the end of week school will contact the parents to advise that the money must be paid by the following Monday or it will be referred to CEC for debt collection. This is followed up by a letter sent home with the child confirming this arrangement. Letter to provide link to Free School Meals should this be needed.

#### **End Week four**

If no monies have been paid at this point the parents will be contacted by telephone and follow up letter to advise that the outstanding debt will be immediately referred to Cheshire East's debt collection agency to follow their formal procedures to recover the monies.

**If any parents are struggling to pay lunch monies owed to school please contact the school office in the first instance to see what help can be provided or to discuss options to apply for Free School Meals.**