

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR Guidance & Procedures For Meals Clerical Assistants



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At Portfield School we pride ourselves at working closely with parents and carers. However, from time to time, certain issues may arise regarding school meals and payment.

Arrears

Arrears need to be constantly monitored and every effort should be made to make contact with the parent/carer to bring arrears to their attention and obtain payment.

Letter number 1 to be issued after 3 days.

Letter number 2 to be issued after 7 days.

Letter number 3 to be issued after 2 weeks (14 days) and the Headteacher made aware of this specific debt.

If no money received the Supervisor for Meals Clerical, County Hall will issue a letter to the parent/carer and follow up.

Review of Policy

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: Date:
Headteacher

Signed: Date:
Chair of Governors

Pembrokeshire County Council

Cyngor Sir Penfro

Notification to Local Education Authority of School Meal Arrears



School: _____

Pupil name: _____

Arrears: £ _____

Period of arrears From: To:

Parent name: _____

Address: _____

Postcode: _____

Telephone number Home: Mobile:

This is to certify that the arrears stated have been on the registers for 20 days. 3 letters have been sent to the parent but payment has not been received.

Signed Meals Clerical Assistant _____ Date _____

Please remember to contact the Catering Department if any arrears money is paid at the school after it has been referred to County Hall

This form should be attached to the V2 form for the week in which the adjustment is made