

# SCHOOLS FINANCE MANUAL

<b>CHAPTER 10</b> <b>Catering</b>	<b>Chapter:</b> 10.0 <b>Page:</b> 1 of 15 <b>Date:</b> April 2013
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## 10.0 CATERING

### 10.1 Introduction

This chapter sets out guidance on the various ways by which schools can provide a school meals service including the collection, accounting for and banking of income.

#### 10.1.1 This chapter should be cross referenced with the following chapters:

- i. Chapter 5: Banking Arrangements
- ii. Chapter 11: Income (includes on-line payment systems)
- iii. Chapter 21: Security

### 10.2 Service Provision Options

#### 10.2.1 Schools are free to decide how they provide a school meals service. Available options are set out below:

##### i. **entering a Service Level Agreement (SLA) with North Yorkshire County Caterers**

The main advantage of continuing to receive meals through the SLA contract is that the Corporate Director – Children & Young People's Service, through North Yorkshire County Caterers, arranges and monitors the contract on behalf of the school. The contract is tailored to the collective needs of schools. The school retains and banks the income from paid meals and the cost of free meals is included within schools delegated budgets. County Caterers will charge the school for the cost of the meals service at the end of each half term, via Oracle.

##### ii. **letting a contract independently of the LA**

A school can let its own contract. Schools considering this approach must ensure that the LMS Procedure Rules relating to the letting of contracts are complied with and be aware that significant time may need to be devoted to monitoring and liaising with the contractor. It is **essential** that Children & Young People's Finance and Legal Services are consulted before the circulation of tender documents (see LMS Contract Procedure Rule 9.4) if a school decides to pursue this option.

##### iii. **employing and managing catering staff to provide a service direct**

A school can also employ and manage its own catering staff. This may be attractive to those Governing Bodies who seek directly to control the provision of catering. However, the school would need to put in place effective management arrangements. In addition, staff would transfer from the existing contractor to the school under TUPE regulations so there would be limited opportunities for the school to make its own appointments.

### 10.3 Income Collection Arrangements - Primary Schools

#### 10.3.1 Schools are advised to establish arrangements to collect income **in advance** by encouraging parents to make half termly payments where possible. Where this is not feasible, weekly payment should be sought. Half termly collections have the advantage of reducing the administrative time spent in school and can increase the amount of interest earned by the school - provided that income is banked promptly.

#### 10.3.2 The method of payment is also important and, where possible, parents should be encouraged to pay by cheque or on-line payment systems such as ParentPay rather than cash. These methods:

- i. reduce the risk of loss through misappropriation;

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- ii. minimise the amount of cash being handled; and
- iii. has the advantage of reducing bank charges (which can often be much higher for handling cash).

10.3.3 Where payment is made by cheque, the cheque should be made out to the school and not North Yorkshire County Council. All cheques should be verified to establish that they have been correctly made out - in particular that they are not post-dated, the words and figures agree, and that they are signed.

10.3.4 Schools should be able to provide parents with a statement of account if requested that shows:

- i. the cost of the school meals per child for the forthcoming half term (no of days multiplied by the price per meal); and
- ii. any credits or debits carried over from the current/previous half term

10.3.5 All income collected and data relating to meals taken should be recorded. Queries regarding collection systems should be directed to Veritau Ltd.

## 10.4 Income Collection Arrangements - Secondary Schools

10.4.1 In Secondary Schools cash cafeteria systems are operated for lunchtime meals as well as morning breaks. It is important that, whenever practical, all income is processed through a till at the point of sale, or, where there are difficulties in doing this, counted as soon as possible after the sale by two members of staff and rung into the till as one amount.

10.4.2 At the end of each day, cash should be counted and reconciled to 'X' and 'Z' readings on the till rolls. For schools with Service Level Agreements or contract arrangements with North Yorkshire County Caterers, checks should be made to ensure that the amounts shown on till rolls agree with the amounts actually banked. Appendix 1 shows a form that can be used for this purpose.

10.4.3 Cashless catering removes the need to collect cash at the point of sale. A cashless catering system allows parents, students and staff to credit an individual personalised account either by using income collection facilities in school or via ParentPay. Customers then pay for meals either with a swipe card or by biometric (finger print) recognition.

10.4.4 Where a school is managing its own catering arrangements, income should normally be passed to the school office for banking with other income, along with the till roll showing the 'X' and 'Z' readings.

## 10.5 Collection of Overdue Debts

10.5.1 Children and Young People's Service Finance have developed a policy on the management of school meal debt. This can be found at Appendix 4. Any queries regarding the policy should be directed to Children and Young People's Finance (ext 2462).

## 10.6 Cash Security and Banking Arrangements

10.6.1 It is **essential** that all schools bank at least monthly or whenever the total of cash and cheques held exceed the insurance limit on the safe. For schools with no safe, the insurance limit is £250 for cash and cheques stored in a locked receptacle.

10.6.2 Primary schools should pay cash and cheques made out to the school and relating to school meals into their own BAFS account. Payments should not be made into the LA's County Fund. In practical terms banking should normally be made by Primary schools on Mondays, when most dinner monies are collected, and on Fridays, to ensure that no cash is held on the premises over the weekend.

10.6.3 In Secondary schools, arrangements should be made to either bank daily or ensure that the insurance cover of the school safe is sufficient to cover all cash held. Should a school wish to

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engage the services of a security firm to transport money to the bank the cost will be a charge against their own budget.

10.6.4 Further advice on security arrangements can also be obtained from the Insurance & Risk Manager or Veritau Ltd, the Internal Audit Service.

## 10.7 Accounting for Income

10.7.1 Since dinner money in Primary Schools now belongs to the school there is a need to account for it within the school's financial records. It is recommended that whenever monies are passed to the school administrator, the amount received should be entered into the School Income Record. As soon as it is banked or entered on to the RM Finance financial system, the date should be entered on the School Income Record.

10.7.2 CFR coding for school meal income is as follows:

- I09 5330 Pupil paid meals
- I09 5331 Adult paid meals - the supply is subject to VAT
- I09 5230 Meals for external customers – i.e. where the school has received income for catering for events, such as a PTA meeting or a private letting.

10.7.3 ParentPay provides schools with a statement showing the amount credited to a school every two weeks. A Service Collection Statement should be printed off from the ParentPay website to reconcile with income received for dinner money during the period. The school then enters dinner money income on code 5330, or 5331 if it were an adult meal with VAT. Charges should be processed against code 4390. Detailed instructions are provided in the ParentPay manual.

## 10.8 Monitoring

10.8.1 Where meals are provided under the County Caterers SLA contract, the Weekly Financial return should be completed by the school kitchen, countersigned by the school and returned to the Caterers each week. It is important that the return is completed accurately with particular attention to meal categorisation.

10.8.2 For reasons of probity and in order to maximise the school's income, the Headteacher, when signing the return, should be satisfied that all income due has been both collected and banked. Periodically checks should be made to reconcile the income banked to the number of paid meals. This can be done by:

- a. Checking the total amount of income received in the week, according to the School Meals Registers, has been banked by cross-referencing to the School Income Record and bank paying-in book, ensuring that the copy paying-in slip or counterfoil has been stamped by the Bank.
- b. Checking that the number of paid pupil meals, as shown on the return, when multiplied by the daily meal charge, is equivalent to the amount banked in the week. Where adult paid meals are supplied these need to be taken into account. A worked example of such a system is shown in Appendix 3.

10.8.3 If any member of staff identifies or suspects any financial irregularity, Veritau, the Internal Audit Service, should be contacted for guidance as soon as possible. This may be done in confidence if required by use of the Whistleblower hotline: tel 01609 760067.

North Yorkshire County Caterers Primary School Weekly Meal Return

UNIT NAME  NUMBER

CASH INCOME	MON	TUES	WED	THURS	FRI	TOTAL	DAYS OPEN
BREAKFAST							
MORNING BREAK							
LUNCH							
OTHER							
FUNCTION							
VAT							
TOTAL CASH EXCLUSIVE OF VAT							<input type="text"/>

**STANDARD MEALS**

PUPIL PAID							X	<input type="text"/>	<input type="text"/>
PUPIL FREE							X	<input type="text"/>	<input type="text"/>
ADULT PAID							X	<input type="text"/>	<input type="text"/>
ADULT FREE							X	<input type="text"/>	<input type="text"/>

**FORM SC4**

INTERNAL FUNCTION								<input type="text"/>	<input type="text"/>
PUPIL PAID NURSERY							X	<input type="text"/>	<input type="text"/>
PUPIL FREE NURSERY							X	<input type="text"/>	<input type="text"/>

**OTHER INCOME**

EXTERNAL FUNCTION								<input type="text"/>	<input type="text"/>
WELFARE MEALS							X	<input type="text"/>	<input type="text"/>

TOTAL SALES (EX VAT)

**HOURS SUMMARY**

GEN. KITCHEN ASST.	
CASHIER	
ASSISTANT. COOK	
COOK 1	
COOK 2	
COOK 3	
COOK 4	
PERIPATETIC COOK	
AGENCY STAFF HOURS	

MEAL EQUIVALENTS IN WEEK

**MEALS SUMMARY**

MEAL EQUIVALENTS ON SITE

TRANSPORT (ENTER SCHOOL)


TOTAL MEALS

TOTAL HOURS

MINUTES PER MEAL

**MEAL NUMBERS CERTIFIED CORRECT**

SCHOOL \_\_\_\_\_  
 KITCHEN \_\_\_\_\_  
 DATE \_\_\_\_\_

**SYSTEM TO CHECK BANKINGS ON A WEEKLY BASIS**

<b>DINNER MONEY RETURNS W/E:</b>		<u>8 March 2013</u>			
<b>Dinner Registers</b>					
	Outstanding (+) Prepaid (-) Meals b/fwd	Meals Taken	Meals Paid For	Outstanding (+) Prepaid (-) Meals c/fwd	Amount Collected (= (3) x price)
Class	(1)	(2)	(3)	(4)	(5)
Mrs Jones	+5	+52	+38	19	76.00
Mr Smith	-20	+41	+45	-24	90.00
Miss Holmes	+12	+16	+13	15	26.00
<b>Totals</b>	<b>-3</b>	<b>109</b>	<b>96</b>	<b>10</b>	<b>192.00</b>
<b>Amount Banked</b>					
Mon 4 Mar	£180.00	<b>Amount Outstanding (+)</b>		£20.00	
Fri 8 Mar	£12.00	<b>Amount Prepaid (-)</b>		Nil	
	£192.00	<i>(4) x price of meal</i>			
Difference	Nil				
Reasons for Difference:					
<b>Check Performed By:</b> .....					
<b>Date:</b> .....					

..... SCHOOL					
CATERING INCOME FOR WEEK ENDING .....					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Float b/f					
Income					
- Till 1					
- Till 2					
-					
-					
Total cash					
less Float c/f					
<b>CASH TAKINGS</b>					
Amount banked					
Discrepancy					
Reason					
Reviewed by					
Date					

## School Meal Arrears Procedure

### Introduction

The following is a standard procedure to be applied when school meal arrears arise in primary and special schools. Although timescales have been *suggested* at each stage of the process it is left to the discretion of the school as to when it feels it should implement the various stages.

The letters included in the Appendices can be used or adapted to suit the requirements of the school. However, the basic information within the templates should be included in any letter sent to parents/carers regarding school meal arrears.

If your school uses the ParentPay Income management system please follow the procedures in the ParentPay Complete User Manual - Debt Letters/Emails and SMS.

***In following this procedure a pro-forma invoice should not be raised by the school at any stage nor should the school contact Legal Services direct to request the pursuance of a school meal debt.***

### Stage 1: Arrears of 1-2 weeks (suggested)

It is assumed that schools will, at the earliest opportunity, have attempted to make contact with the parents/carers either in person, by telephone or by means of a dinner money reminder slip being sent home with the child in an effort to try and resolve the issue and avoid it becoming unmanageable.

The first letter to parents/carers should detail the outstanding balance and outline the eligibility criteria for free school meal entitlement. Parents must complete an application form FMB1 in order that eligibility may be determined. As entitlement starts from when an application is made it is important to try and get parents/carers to complete and return the form as soon as possible. Immediate payment should be requested and it is suggested that alternative lunchtime arrangements should be made for the child(ren) until the debt is settled. (see Appendix A template)

Copies of all letters sent home should be retained should the matter have to be referred to the Welfare Team at the Education Office, Harrogate.

### Stage 2: Arrears of 2-3 weeks (suggested)

If payment remains outstanding, a second letter of a stronger nature should be sent by the school to the parents/carers detailing the level of the debt reached as at that week ending. Parents/carers should be encouraged to contact the school to make an appointment in order to discuss the situation and determine a resolution. It is advised that this letter should either be sent by post or hand delivered – it should not be sent home with the child. (see Appendix B template)

A meeting arranged between the parents/carers and the Head Teacher is an opportunity to identify any issues that may require support from either the school or other services such as the Education Social Work Service. Such a meeting may highlight that the parents/carers require support in making an application for free school meals. Arrangements for payment by instalment can be drawn up to help clear the debt. It should be stressed that if the child is not entitled to a free school meal the parents/carers should either (i) provide a packed lunch or (ii) commence payment for meals forthwith and that, should they default on an instalment arrangement, the debt will be automatically referred to the Education Office at Harrogate. A County Council invoice will be issued and any necessary debt recovery action instigated.

### Stage 3: Referral to the Welfare Team at the Education Office, Harrogate

Once the school feels that it has exhausted all attempts to collect the outstanding dinner money and the parents/carers are avoiding contact with the school the matter should be referred to the Welfare Team at the Education Office, Harrogate.

Contact details for the Welfare Team are:

General Enquiries: 01609 533405 [schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk)

Team Manager:

Lisa Herdman 01609 534953 [lisa.herdman@northyorks.gov.uk](mailto:lisa.herdman@northyorks.gov.uk)

Address: The Welfare Team, The Education Office, Jesmond House, 31-33 Victoria Avenue, Harrogate, North Yorkshire, HG1 5QE.

## School Meal Arrears Procedure

Copies of the dinner register and the letters sent by the school should be included with the referral. (see Appendix C template)

The Welfare Team will confirm by e-mail to the school that the referral has been received.

If a parent/carer disputes the debt with the school **after** the referral has been sent, the school should advise the Welfare Team as a matter of urgency so that the referral can be placed on hold until the dispute has been investigated. The school should advise the Welfare Team of the outcome and confirm the resumption or withdrawal of the referral as soon as is practicable.

If a payment is made by the parent/carer in the period between the referral leaving the school and its receipt by the Welfare Team the school should notify the Welfare Team immediately to either (i) cancel the referral or (ii) reduce the value of the amount outstanding that is to be invoiced.

The Welfare Team will cross reference the referral to their records of free school meal entitlement/applications. This process is likely to take up to a week. The referral will be placed on hold if an application is in the process of being assessed and the school advised accordingly. If an application/renewal has not been received the Welfare Team will follow it up with the parent/carer.

If, following the receipt of Form FMB1 from the parent/carer, the Welfare Team can confirm eligibility to free school meals a letter will be sent and the school advised. **However, as is the DfE guidance, entitlement can only start from the date the application for free school meals is made.** (see Appendix D)

If school meal arrears are outstanding prior to the date eligibility starts an invoice will be raised to the parent/carer. The Welfare Team will liaise with the school to confirm the amount to be charged by invoice should the amount outstanding cross the eligibility/non-eligibility periods.

If it is found that an entitlement to free school meals does not exist, the Welfare Team will send a letter to the parent/carer. The letter will advise that an invoice is to be issued separately and debt recovery procedures will automatically commence should payment not be made within the terms stated on the invoice itself. (see Appendix E template)

The invoice will include in the body of the text (i) the name of the school, (ii) the name(s) of the child(ren) (including surname(s) as they may differ from those of the parents/carers) and (iii) the period in which the debt has accumulated.

Arrangements can be made to pay the amount outstanding in instalments. To discuss/request this, the parent/carer should be advised to contact [Credit Control on 01609 532643](tel:01609532643).

The invoice will be coded to the School Meal Arrears Holding Account. Once the invoice is paid the holding account will be debited and the school credited with the value of the payment.

By using a holding account Children and Young People's Service Finance will be able to monitor the level of school meal debt across the county. Invoices have previously been coded to the school at which the debt is incurred making it impossible to see at any point in time the level of debt and whether or not school meal arrears is a significant issue in North Yorkshire.

Once an invoice has been raised any payments against the referred debt made to the school by the parent/carer must be advised to Credit Control as a matter of urgency so that the value of the invoice can be reduced accordingly.

#### **Stage 4: North Yorkshire County Council Debt Recovery**

If payment is not received within 21 days of the invoice being raised, Credit Control will telephone the debtor to arrange payment. If they are not contactable by telephone, Credit Control will send a **First Reminder** letter.

After a further 7 days Credit Control will telephone again. If this proves unsuccessful a **Final Notice** will be sent.

After a further 7 days an **Intended Legal** letter is sent and Credit Control will make a further effort to make contact by telephone.

After a further 7 days Credit Control sends **Notification** that the debt will be referred to the Legal Services of NYCC. If there is no response to this last letter Credit Control will contact the Welfare Team at the Education Office, Harrogate for a copy of the file relating to the debt.

If the Head Teacher will not support the pursuance of the debt through legal action then Credit Control will have no other option but to write off the debt. This would require the approval of the School Governing Body

## School Meal Arrears Procedure

if the debt were less than £250 in value and the Assistant Director (Finance and Management Support) if over £250 in value. The debt would be written back to the holding account so cancelling the invoice. The school would have to bear the cost of the meal(s) taken but not paid for. No further action will be taken against the debt unless the school wishes to pursue it themselves. However, by this point it would appear that all avenues have been exhausted and the debt would be deemed irrecoverable.

### **Stage 5: North Yorkshire County Council Legal Action**

Credit Control will forward the file to Linda Hall (Legal Officer – Litigation) in Legal Services. Legal Services will take the decision based on the evidence provided as to whether or not the debt can be pursued via legal proceedings.

**Appendix A**

Dear

School Meal Arrears

It appears that as of today an amount of £(*amount*) is outstanding for school meals taken by (*name of child(ren)*). I would be grateful if you could arrange for this money to be paid as soon as possible.

Once the debt is cleared please ensure that the account is always kept in credit. To ensure that it does not increase further I would request that you make alternative arrangements for your child(ren) at lunchtime as a school meal can only be provided if payment is received in advance.

Payment can be made at a local retailer using your PayPoint card or via the secure online payment system at [www.parentpay.com](http://www.parentpay.com) using the login already provided. You can also check your account balance here and see what meals have been taken and when.

The school is keen to provide any necessary assistance and support it can to try and resolve this matter as quickly as possible so if you would like to discuss this matter please contact the school. Our contact details can be found at the top of this letter.

Free School Meal Eligibility

A free school meal is available to children whose parents have applied for free school meals and who are in receipt of **any one of the following**:-

- Income Support
- Income-Based Jobseekers Allowance
- Child Tax Credit (**but not if you are also receiving Working Tax Credit**) and your joint Annual Taxable Income (as assessed by the Inland Revenue) is £16,190 **or less** per annum (this figure is subject to change in April of each year)
- Employment and Support Allowance (income related)
- State Pension Credit (Guarantee Element)
- Supported under Part VI of the Immigration and Asylum Act 1999.

A copy of application form FMB1 is enclosed for completion should you meet any of the above criteria for eligibility. This should be sent direct to the Welfare Team, The Education Office, Jesmond House, 31-33 Victoria Avenue, Harrogate, North Yorkshire, HG1 5QE.

Please note that entitlement to free school meals commences from the date the application is made and cannot be backdated beyond that. It is therefore important that you complete and return form FMB1 as soon as you can.

For further information about free school meal eligibility please contact either the school (details above) or the Welfare Team at the Education Office, Harrogate (tel 0845 034 9421).

I look forward to this matter being resolved in the near future.

Yours sincerely

Head Teacher

Dear

School Meals Arrears

Despite my previous letter of *(date)* it appears that the amount owing for school meals remains outstanding and has now reached £*(amount)*. This amount should be paid with immediate effect.

Payment can be made at a local retailer using your PayPoint card or via the secure online payment system at [www.parentpay.com](http://www.parentpay.com) using the login already provided. You can also check your account balance here and see what meals have been taken and when.

As stated in that letter until the debt is cleared you should make alternative arrangements for your child(ren) at lunchtime as a school meal can only be provided if payment is received in advance.

Free School Meal Eligibility

A free school meal is available to children whose parents have applied for free school meals and who are in receipt of **one of the following**:-

- Income Support
- Income-Based Jobseekers Allowance
- Child Tax Credit (**but not if you are also receiving Working Tax Credit**) and your joint Annual Taxable Income (as assessed by the Inland Revenue) is £16,190 **or less** per annum (this figure is subject to change in April of each year)
- Employment and Support Allowance (income related)
- State Pension Credit (Guarantee Element)
- Supported under Part VI of the Immigration and Asylum Act 1999.

For further information about free school meal eligibility or to request application form FMB1 you can contact either the school (details at the top of this letter) or the Education Office at Harrogate (tel 0845 034 9421).

Please note that entitlement to free school meals commences from the date the application is made and cannot be backdated beyond that. It is therefore important that you complete and return form FMB1 as soon as you can.

I must advise you that failure to settle this outstanding amount will result in your debt being referred to the Education Office (Harrogate) from where a North Yorkshire County Council invoice will be issued to you for the amount outstanding at that date.

If you would like to discuss this matter please do not hesitate to contact the school. The school is keen to provide any necessary assistance and support it can to try and resolve this matter as quickly as is possible.

Yours sincerely

Head Teacher

**Referral of School Meal Arrears to the Education Office (Harrogate)**

<b>School:</b> <b>Address:</b>  <b>Postcode:</b>	<b>DfE No:</b>
	<b>Tel:</b>
<b>E-mail:</b>	
<b>Contact at School:</b>	

<b>Family Details:</b>			
<b>Child(ren):</b>		<b>D.O.B:</b>	
<b>Parent / Carer:</b> <b>Address:</b>  <b>Postcode:</b> <b>Tel:</b>			

**Amount Outstanding £ \_\_\_\_\_ for meals taken between \_\_\_\_\_ and \_\_\_\_\_.**

In referring this school meal debt I confirm that all necessary action as outlined in the School Meal Arrears Procedure guidance has been implemented by this school to no avail.

Enclosed with this referral are:

- (i) photocopies of the Dinner Register showing the accrual of the school meal arrears
- (ii) copies of letters sent to the parents/carers.
- (iii) any other information of relevance to this referral including details of any disputes investigated

Authorised by the Headteacher \_\_\_\_\_.

**Should the debt remain outstanding after Stage 4 of the Procedure it will be automatically referred to Legal Services unless advised otherwise by the school.**

*For Education Office Use Only*

Date referral received and acknowledged:			
Date invoice raised:		Account / Invoice number:	

Send to: The Welfare Team, The Education Office, Jesmond House, 31-33 Victoria Avenue, Harrogate, North Yorkshire, HG1 5QE

Dear (parent)

**Free School Meals**

Following your recent application for free school meals on behalf of the pupils listed below, this has now been approved.

Name of pupil	DOB	School attended
---------------	-----	-----------------

The above named pupils are eligible for free school meals with effect from/until (insert appropriate dates).

Should you wish to continue receiving free school meals after the above date and you are still in receipt of any of the following:

- Income Support
- Income Based Job Seekers Allowance
- Income-Related Employment and Support Allowance,
- Child Tax Credit with an income of less than £16,190 and not claiming Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999,
- Guarantee State Pension Credit.

Please complete the renewal letter that will be sent to you at least 14 days before the above expiry date.

If your financial circumstances change and you cease to be entitled to any part of the above benefits – YOU MUST INFORM US IMMEDIATELY. FAILURE TO DO SO WILL RESULT IN YOUR BEING CHARGED FOR ANY MEALS RECEIVED BY YOUR CHILDREN WHILST YOU ARE NOT ELIGIBLE.

The Head Teachers of the respective schools will also be advised of the decision.

Yours sincerely

The Welfare Team

Dear

### **SCHOOL MEAL ARREARS**

I have been advised by (*name*) School that as of week ending (*date*) you have incurred a debt of £(*amount*) in relation to school meals for (*name of child(ren)*). Despite several attempts being made by the school to resolve this matter the amount remains outstanding.

It is therefore assumed that the debt is not in dispute and this office is now required to forward an invoice to you for the amount outstanding. This will be sent under separate cover. Payment should be made according to the instruction on the invoice. Failure to settle your account will result in the debt being referred for Legal action.

**Until this debt is cleared you should make alternative arrangements for your child(ren) at lunchtime as the school will no longer be able to provide a school lunch.**

### **Free School Meal Eligibility**

The school has previously included information regarding free school meal entitlement in its letters. A free school meal is available to children whose parents have applied for free school meals and who are in receipt of **one of the following**:-

- Income Support
- Income-Based Jobseekers Allowance
- Child Tax Credit (**but not if you are also receiving Working Tax Credit**) and your joint Annual Taxable Income (as assessed by the Inland Revenue) is £16,190 **or less** per annum (this figure is subject to change in April of each year)
- Employment and Support Allowance (income related)
- State Pension Credit (Guarantee Element)
- Supported under Part VI of the Immigration and Asylum Act 1999

**However, from the information we have received you do not meet the eligibility criteria for free school meal entitlement.**

If your circumstances change in the future and you do then meet any of the above criteria for free school meal eligibility please contact this office as soon as possible so that we can confirm entitlement and advise the school accordingly. Our contact details can be found at the top of this letter.

**To discuss payment arrangements please contact Credit Control on 01609 532643. You should not contact the school or this office regarding payment of this debt. This matter is now being managed by Credit Control.**

Yours sincerely