**1. Inform Parents about the Authorities new upfront payment for school meals policy.**

The school to provide the letter Titled **(Appendix A)** regarding the authorities upfront payment policy.

**2. Pupil coming to the school without upfront payment for a school meal.**

The School to contact the parent that morning to discuss that no payment for the meal that day was available and to ask the parent to pay either online ASAP or by bringing the money in the next day.

Means of communication - Discuss the matter with the parent.

**3. A debt of 5 meals on a child’s account for school meals.**

The school are to send out a letter titled PY18 **(Appendix B)** to the parent whilst also encouraging the parent to use the online payment system to pay off the debt, If the parent is not willing to use the online payment system they must bring the money to the school to pay off the debt.

Means of communication - PY18 Letter being sent to the parent

**4. The parent has not paid the debt by the end of the next school day.**

If the parent has not provided payment for the debt, the school are to contact the parent to remind them and to discuss any difficulty they may have with paying this debt.

Means of communication - Discuss the issue with the parent.

**5. A Debt of 10 meals on a child’s account for school meals.**

PY19 Letter (Appendix C) is sent to the parent and the school are to contact the parent if the debt has not been cleared by the next school day, and are to enquire why the child is continuing to come to school without means of paying for meals or a packed lunch. The school are to remind the parent that unpaid debts will affect the teaching resources if payment is not received.

If payment has again not been received by the next school day the school must complete the steering document and send to the teulu mon department and copy in the welfare officer to the correspondence, raising a concern that the child is coming to the school repeatedly with no means of paying for a school meals and without a packed lunch. Please ensure that the evidence checklist has been completed with the steps the school have taken before sending over the steering document.

\*The school must be aware that any debt of over ten meals will not be transferred if the evidence document (Appendix E) has not been completed.

Means of communication – PY19 Letter to the parent and also a discussion with the parent if no payment is made within 1 school day.

Steering document to go to the Teulu Môn department, and ensuring that the steps within the document have been followed and are attached to the document.

**6. Transferring the debt to the Education Department PY21 \*(Appendix D)**

If the parent is willing to pay the debt, the school are to contact the education department to ask to transfer the debt.

**To ensure that the education Department are willing to transfer the debt, it is expected that the head teacher ensures that the following steps have been followed:**

a) Do not accept that a child has a right to a Free school meal without confirmation from the benefits department.

b) Once the debt has been transferred to the finance department, no payment should be accepted in respect of that transferred debt at the school, the education department can arrange for part payments to be collected directly to the authority.

c) You should not allow a parent to create a debt of more than a 10 meals without following the above process.

d) Do not allow a parent to create a new debt once the current debt has been transferred to the education dept.

\*For the parents who use the school gateway web portal to pay for school meals please ensure the system is working before following this process, for any instances of the portal not working please contact the school coms helpline.