

SOMERVILLE PRIMARY SCHOOL SCHEDULE OF CHARGES

Somerville Primary School uses Cool Milk for all milk provision for the whole school. Payments are made via parents direct to the company; school tells the company via School Milks website which classes the children are in; the cost to parents is 22p per day.

Metro meal payments are made through Metro Premium SLA Service per day at a cost of £2.30 per meal.

School collects money from parents at reception, and it is logged in a record book and passed to Metro staff, who process all monies and banking.

The banking is then passed to SBM, who raises e-payments and the money is kept in the safe for collection by G4.

SBM keeps a record of all Metro banking in the school office.

The money is then repaid to school via a journal into the monthly tabulations.

Somerville Federation

Approved by Governors: February 2016

Reviewed: March 2017

Next Review Date: Prior to March 2018