

# **SOMERVILLE PRIMARY SCHOOL SCHEDULE OF CHARGES**

## Cool Milk

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.

## School Meals

School meal payments are made through Parent Pay at a cost of £2.30 per meal.

School collects money from parents at reception or online using Parent Pay, and it is logged in a record book and passed to the school business manager, who process all monies and banking.

## OTIS the Owl Club

Somerville Primary School requests payments from parents and carers of £8 or £9 per after school session for childcare in OTIS the Owl Club. Parents make payments via parentpay or direct to OTIS the Owl Club staff who pass payments and records of payments to the school business manager.

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

## **Somerville Federation**

**Approved by Governors: February 2016, updated March 2019 to include changes to the school meals and OTIS the Owl Club**

**Reviewed: March 2019**

**Next Review Date: Prior to March 2020**

This policy/document was reviewed by:-

Signed *M. J. Farber*

Date: 20<sup>th</sup> March 2019

Position Executive Headteacher.

Signed *C. Griffiths*

Date: 20<sup>th</sup> March 2019

Position Chair of Governors

The next revision date is:

March 2020