



# Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 E office@kingsnorth.kent.sch.uk W www.kingsnorth.kent.sch.uk

Headteacher: Mr Iain Witts

23<sup>rd</sup> February 2026

Dear Parents/Carers

## **Re: Enforced procedures for school debt**

Please find below clear directives set out regarding debt expectation from The Diocese of Canterbury Academies Trust – Aquila.

There should be **ZERO DEBT FOR SCHOOL MEALS / BREAKFAST CLUB / AFTER SCHOOL CLUB**

Parents **MUST pay in advance.**

### **School Meals**

You can pre-book school dinners on MCAS. The guidance for meals is: payment a week in advance, however if for any reason this doesn't happen, please note the following procedure:

- **Day 1** - If you were to send your child to school on day one without making payment via MCAS, we will send a text to remind you to make payment urgently and agree to provide a hot meal on this day only.
- **Day 2** - If your child arrives for a second day expecting a meal without payment, we will contact you to ask for either immediate payment via MCAS for both meals or to provide a packed lunch for this day. Debt should be cleared **immediately**.

This is not how we wish to proceed and for the majority of parents who pay in advance this will not be a problem. However, there are some parents who do not pay; this debt will then be passed from Caterlink to Kingsnorth School. It can then only be recovered from the school budget, which is constantly decreasing and is for the benefit of **all** children, not to cover unpaid debts from parents.

The easiest way for everyone, is to ensure that payments are made in advance and that your child's MCAS account is always in credit. e.g. pay at least £15.50 in one payment and this gives 5 meals and then keep topping it up.

---

### **Breakfast Club**

Breakfast Club payment is £2.00, per session. Payment **must** be paid in advance for your child to attend, as we have to arrange staffing. The only exception is for those who pay by vouchers for wrap around care.

If payment has not been received when your child arrives, you will be asked to make an immediate payment on MCAS.



**The Diocese of Canterbury Academies Trust**

Suites 19 & 20, Motis Business Centre, Chertion High Street, Folkestone, Kent. CT19 4QJ

Registered Company N°. 9035788

Registered Office Address: Diocesan House Lady Wootton's Green Canterbury CT1 1NQ



## Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 E office@kingsnorth.kent.sch.uk W www.kingsnorth.kent.sch.uk

Headteacher: Mr Iain Witts

### **After School Club**

The cost is £11.00 per day. Please ensure payment for **the term is paid in advance**, as we have to arrange staffing. The only exception is for those who pay by vouchers for wrap around care.

On the booking form you notified us of the days required. If your child does not attend you will still be charged for the days previously notified and prebooked. If this needs to change please contact Vanessa West directly.

**All places must be booked and paid for prior to attendance.**

*Below is the agreement you would have signed:*

I the Parent/Carer agree to pay in advance for all sessions that I have booked, regardless of sickness or absence. Should I wish to cancel/change my booking I will notify Kingsnorth ASC in writing two weeks prior to the cancellation/change or pay two weeks childcare as per this booking form. (After this time a refund can only be given if the vacancy is filled.) I will uphold and adhere to the Play Clubs policies\*. I understand that if I fail to collect my child by the specified closing time of the club, then I will be charged £15 for every 15-minute block after that time.

**I AGREE  (Please Tick)**

Please help us to help you and most importantly your child/ren. The easiest way for everyone, to avoid upset or disappointment is to maintain MCAS accounts that are always in credit. Thank you for your continued support.

Yours faithfully

Mr I Witts  
Executive Headteacher