

# Viking Academy Trust

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6<sup>th</sup> October 2023



Chilton Primary School  
Chilton Lane  
Ramsgate  
Kent  
CT11 0LQ

Dear Viking Families,

## IMPORTANT INFORMATION re: Payments on School Money and MCAS systems

The finance team would like to thank you for your patience at the start of this term as we transferred our online payment system from 'School Money' to 'My Child at School' (MCAS).

Work on transferring credit from School Money could not start until the academic year migration of pupils had taken place and this is always at the end of August. We appreciate that this caused some worries for those that normally use tax free credit/childcare vouchers to pay for breakfast and after school clubs.

As of 25<sup>th</sup> September, we believe we have now transferred all school dinner, breakfast and after school club credit from school money to your MCAS accounts.

There are some additional credits on School Money for trips etc. If this applies to you, the following options are available to clear these from your account:

### Credit less than £10.00

- Inform the finance team ([ar@vikingacademytrust.com](mailto:ar@vikingacademytrust.com)) that you would like your credit to be applied to school dinner, breakfast club or after school club.
- Do nothing – the credit will be considered a donation to school funds – thank you.

### Credit more than £10.00

- Inform the finance team ([ar@vikingacademytrust.com](mailto:ar@vikingacademytrust.com)) that you would like your credit to be applied to school dinner, breakfast club or after school club.
- Complete a parent refund form <https://app.keysurvey.co.uk/f/41489226/1aae/> to have this credit paid into your bank account
- Do nothing – the credit will be considered a donation to school funds – thank you.

**All requests to clear the credit in school money need to be completed by Friday 10<sup>th</sup> November 2023.**

As we move through the term, we hope that you will find booking and paying for breakfast, after school club and school dinners easier as everything is in one place – the MCAS app.

**If you use tax free credit/childcare vouchers the process for booking is exactly the same as School Money.** Once you have requested your provider to pay money into our account, and once the money is in our bank account, we allocate this against your child's school MCAS account. *(If you are new to using*

## 'One Childhood, One Chance'



Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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*tax free credit/child care voucher please inform the finance team of the reference number so we can easily locate your child's MCAS account).*

As this money is often paid after clubs are booked you will need to ask the school office to book in your breakfast club/after school club sessions (as you won't be able to book via the app as payment is required at time of booking).

The money, when allocated to your child's account, will then be offset against the arrears. If you build up credit in your child's account, you will be able to book the clubs yourself via the app and apply the credit to payment.

**If you have any questions about school money credit transfers or voucher payments, please contact the finance team on [ar@vikingacademytrust.com](mailto:ar@vikingacademytrust.com).** Please note that the finance team work across all three Viking schools (Ramsgate Arts, Chilton and Upton) and so in your correspondence please state your child's full name and the school they attend.

**With regards to outstanding payments for breakfast, after school club and dinner money on school money, your school money accounts are still active, and we encourage you to log in and clear these payments as soon as possible.** We will be actively chasing these this term. If you have any problems logging in, please phone the school office so payment can be taken over the phone – be clear to state you are making a payment against your school money account. Our debt policy can be found on each school's website.

Like families and businesses in general, schools are feeling the cost-of-living crisis and budgets are being squeezed. **Last year, the Trust had to pay for £4, 870.00 of remaining parent debt.**

Being able to offer wraparound care at all our schools is reliant on all bookings being paid for. All places need to be booked and paid for in advance – a registration form needs to be completed prior to this - wraparound care is limited by pupil to staff ratios for health and safety reasons so please do not send our child in to breakfast club without registering. If you are late booking and call the school office to request a place, you will be required to pay over the phone at the same time.

We thank you again for your patience during the transfer from School Money to MCAS. If you have any questions, or require any assistance, please do not hesitate to contact the school office in the first instance and we will support you.

Warmest regards

Mrs M Lewis

Executive Headteacher

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