Mackay West State School P&C Association

Tuckshop Credit Policy

RATIONALE
The MWSS tuckshop will provide a service that is:

- responsive to the needs of our school community guided by the Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools
- welcoming and friendly for students, volunteers, staff and visitors, and
- achieving a level of economic viability as determined by the MWSS P&C Association.

OPERATIONAL OBJECTIVE
We aim to operate a safe, clean and friendly tuckshop that provides healthy and nutritious food for the MWSS community at reasonable cost, and when profitable, contributes financially to the school through the P&C Association.

CREDIT IN MWSS TUCKSHOP (Tuckshop Manual 2009)

- No credit shall be extended to students or volunteers, except in exceptional circumstances for students upon recommendation from the school principal.
- Credit is available to staff and must be recorded in the Staff Credit Book.
- Credit accounts must be finalised before the end of each term. Tax invoices showing purchases will be given to individual teachers each month.
- No Student credit

STUDENTS WITHOUT FOOD (May 2012 P&C and Tuckshop Committee minutes)
A basic sandwich and piece of fruit to be provided by the tuckshop, after administration notified. 3 part slip to be completed by Tuckshop Convenor.

Procedure when students are without food.

- Vouchers are given to student after Parent/ Carer notified by Administration team member. Phone and name recorded on back of tuckshop copy for future reference.
- Families are sent home the section showing how much, so they know exact amount owing, with date given and due date.
- Only meals to be given – no lols or unnecessary items, drinks, goujons etc.
- Tuckshop convenor to make a call to families of any outstanding amounts each week and record in the tuckshop diary.
- Parent contacted again by TC 2nd week after not receiving payment,
- Principal to be informed at 3rd week where a call from school or letter from P&C President will be organised. Convenors to track and coordinate communication between stakeholders.

VOLUNTEERS
Volunteers may choose one menu item for lunch. Tea and coffee is provided. Please record these items in the Food Management Book as this is necessary to maintain required records. Any other items must be paid for by the volunteer.

As an incentive, Volunteers are given a single use $5 voucher for their child to redeem at the tuckshop. Vouchers are collected, relevant items recorded and voucher value to be noted for end of day calculation.

To be reviewed March 2014

Mackay West State School P&C Assoc  Tuckshop Credit ratified March 2013