



## Dinner Money Policy – January 2020

### Aims

- To outline the school's procedures regarding school meals
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents and pupils
- To present a workable, fair mechanism for the collection of school dinner money.

### Key Information

1. The Headteacher and Governing Body believe that it is important that your child/ren have a healthy, nutritious school meal at lunchtime to provide him/her/them with the energy required to concentrate in class and cope with the demands of the day
2. All school lunches must be paid for in advance unless and agreed arrangement is made with the Administrator.
3. Parents who don't want their child/ren to have a school lunch should provide a healthy packed lunch.
4. If a parent wishes their child/ren to change from school meals to packed lunches or vice versa they need to give the school one week's notice in writing.

School meals are payable **in advance** each Monday, or the first day back after a holiday or other absence.

The current payment is £2.25 each day which is £11.25 per week.

The payment should be made using the online payment systems (SIMS Agora). The SIMS Agora system can provide you with a detailed statement of your child(ren)'s account at any time, this can also be provided by the school office. This statement will show you what meals have been taken and how much and when you have made payments.

### Free School Meals

Which children qualify for them?

Your child may qualify if you have any of these incomes:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- the guaranteed part of Pension Credit
- Child Tax Credit (as long as your annual gross income is £16,190 or less and you don't get Working Tax Credit)
- Working Tax Credit run-off after you come off Working Tax Credit
- Universal Credit that you applied for on, or after, 1 April 2018. As long as your household income is less than £7,400 a year after tax, not including any benefits
- Your child may qualify if you are an asylum seeker.



- Children who are younger than the compulsory age for starting school but in full-time education, can also get free school meals.

### **How long can they get free school meals for?**

Children who are eligible for free school meals now will be eligible for them until either:

- they finish school; or
- if on 31 March 2022 they are still in school, until they finish the phase of schooling they are in (primary or secondary) –

whichever is sooner.

If you believe that your child/ren may qualify for entitlement to Free School Meals, please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

### **Apply Online**

You can also apply online by visiting: <https://www.cloudforedu.org.uk/ofsm/sims>

### **Meal Changes**

If you wish to change your child's meal arrangements, please notify the school office as school meals are ordered from the kitchen a week in advance. Please give a minimum of one week's notice of any change in writing. **To change on a daily basis is not acceptable.**

### **Infant free school meals in England**

All children in Reception, Year 1 and Year 2 can get free school meals whatever your income. But if you have one of the qualifying incomes (above) it will help the school if you tell them this, so they can get extra funding.

### **Allergies**

If your child has an allergy to certain foods we need to be aware of this in advance so that we can notify the school kitchen and mid-day staff.

If you have any concerns about your child regarding the lunchtime, the concerns will be passed on to the Senior Lunchtime Organisers if you notify the School Office.

### **Procedure for the collection of school meal arrears**

1. Reminders will be sent out by text message to parents who have not paid for school meals that week. Parents may also be contacted by telephone or letter. **It is your responsibility to keep payments up to date.**
2. If no money is paid after one week, parents/carers will then be issued with a letter/text of withdrawal of their school meals and informed to provide their child with a packed lunch indefinitely. The school will have no further option but to send the outstanding debt to the Local Authority for collection, which may incur further charges.
3. Once any arrears have been paid, you are not automatically entitled to return to having school meals. We will consider individual circumstances and inform you of the decision.