

SCHOOL MEALS PROCEDURE

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

Our policy

School meals are available to all pupils. Currently (April 2019) the pupil school dinner price is £2.20 per meal. Pupils may have school lunches every day, or regularly on a chosen day or as a 'one off'. They can pay online and they can pay at the office.

KS1 Universal Free School Meals

Currently all pupils in Reception, Year 1 and Year 2 all receive free school meals. All infant children are offered a hot meal every day.

Do not forget if you meet any of the criteria below, you are entitled to free school meals in KS2. In addition to this, the school will receive a grant per pupil.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods, and your monthly average income over three assessment periods should be no more than £616.67)
- Income Support
- income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Paying for School Meals

The payment for a meal is required in advance; please send it in on Monday or the first working day of the week.

You may pay online or by cheque or cash to the school office. Money must be put in an envelope, with the child's name, class and the days that a meal is required.

If paying by cheque they need to be made payable to South Gloucestershire Council. If your cheque is returned unpaid, you will be charged the relevant banking fee.

If a pupil is away poorly, and had requested a meal prior to this, the money paid will be credited to the next working week.

Should a pupil arrive at school without payment or a packed lunch we will in the first instance telephone home to seek out a solution. We recognise that sometimes pupils forget things, like their packed lunch!

If a pupil's entitlement to free school meals has expired, the parent must provide documents to reapply to South Gloucestershire Council, but must pay for meals in the meantime or provide a packed lunch.

If payment has not been made

If your child has taken a school lunch, which has not been paid for we will send out in the first instance a text reminder that payment is due. This will be followed up with a phone call if payment is still not received. If the debt remains unpaid and reaches £12.00 per child or £18.00 per family a letter will be issued informing parents that the school will no longer provide a school meal for their child/ children.

The school cannot tolerate debt amounting to more than £12:00 per child Or £18.00 per family as any debts have to be paid by the school. This means that money that should be spent on education is used to pay for debts incurred by parents. **If a parent fails to provide a packed lunch or sufficient money is not paid to cover the cost of school, meals there may be a referral to social care.**

The school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for free school meals has not been received.

The school will work with the parent to find a solution that is amicable to the school and the parent. If the school enters into an agreement with the parent, it is deemed to be binding and adherence to the agreement will be vital to prevent further action.

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