

Hillside Primary School



School Meals Policy

Signed by:

Headteacher

Date: 10/03/16

Chair of Governors

Next review date: Spring 2017

Our School Meals Policy for Parents

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 accommodate dietary issues such as food allergies, diabetics, vegetarians, vegan or faith requirements
- 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

Policy:

School meals are available at a cost of £12.00 per week (£2.40 per day), or at no cost to those in receipt of a Free Meal entitlement.

Meals are to be paid on a weekly basis on a Monday morning in advance. If a child is absent after paying on a Monday morning the child's dinner account will be credited and any monies due will be carried forward to the following week.

All children in Reception, Year 1 and Year 2, under the Universal Free School Meals Scheme, are entitled to a free school meal and the school strongly encourages parents to take up this offer.

Children who are entitled to a Free School Meal do not pay but parents must ensure that their claim is valid. Information and registration form for Free School Meals can be downloaded from the school website. You may also contact the school office or the Free School Meals Section at Stoke-on-Trent City Council on 01782 236813

To enable the service to be efficiently planned the school requires pupils to remain either dinners, or sandwiches, for the whole week.

The school works closely with Stoke-on-Trent City Catering in order to provide children with special requirements an alternative school meal. If a child has a food allergy or is diabetic, a medical letter will be needed from the child's doctor or hospital to confirm this.

Payment of School Meals:

- Please send money in to school on a Monday, or the first day of the school week if not a Monday
- Payments must be in a sealed envelope or purse/wallet with the child's name and class clearly labelled
- In the case of absence, please send payment in to school on the first day back at school
- Payments may be made by cheque. If your cheque is returned unpaid you may be charged the relevant banking fee and may also be charged an administration fee

Non-Payment of School Meals:

- If no dinner money is handed in on a Monday, or the first day of the school week, a note will be sent home with your child and payment must be made the next day. This can be sent with your or paid directly to the school office.
- If no payment is received by midweek a reminder letter or text message will be sent to you asking for the money owed to be paid no later than Friday morning of that week.
- If no payment is received by Friday morning a letter will be sent detailing the consequences of non-payment and asking parents to bring a packed lunch in for the child for the following week
- If the matter remains unresolved you will be sent a final letter requesting payment and detailing the school's next course of action

The school cannot tolerate debt amounting to more than one week's payment. The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received.

Therefore, if there is no payment, and the child is in arrears and a packed lunch has not been sent in, the school will contact the parent and request that they bring a nutritional meal in at that parent's expense.

The school will act promptly to address such issues at an early stage in order to prevent arrears of dinner monies from accumulating to a point beyond parents' means to settle.