



The Meadows
Primary School

School Meals Policy

Signed (Chair):	Name: Mrs S Robbins	Date: June 2018
Signed (Headteacher):	Name: Mrs J Mounter	Date: June 2018
Ratified: 5 June 2018	Next Review: 4 June 2019	

The Meadows Primary School Meal Policy

The Governors of The Meadows Primary School are committed to a transparent, consistent and fair approach to the operation of the School meals system. By adopting this Policy, the Governors wish to ensure that parents, carers, children and staff can work together to ensure that the School meals system works efficiently and effectively and that arrears in payment can be avoided. Where debts are built up over a period of time, it can often be harder for parents to pay them off. In addition, if a debt incurred by parents during the course of the School year is not repaid by the end of the summer term, then the costs that should have been paid for by that parent will have to be paid for from the School budget, instead. This means that money which should have been spent on our children's education is instead used to pay for debts incurred by parents, which has a negative impact on learning for all. Our parents choose to buy this service from the School and can decide to provide a packed lunch instead. Universal Infant Free School Meals (UIFSM) are available for EYSF and KS1 children and Free School Meals may be appropriate for some KS2 children. If a parent believes their child qualifies for this service please contact the School Office for more details and an application form.

Procedure for Payment of School meals

School meals are available to pupils at a cost of £2.30 per day or at no cost to those in receipt of Free School Meals.

Parents must pay in advance for School meals using School Money.

Any credits for meals paid for but not taken remain, on the system and are carried forward to the next week/term/year until Year 6 when any credit remaining will be transferred back to the parent or to a younger sibling at the school. Any meals ordered where the child is subsequently sent home due to illness do have to be paid for as the meal has already been ordered. However, if we are notified before 9.30am that your child will not be taking a school meal on that day, we will be able to avoid ordering that meal and no payment will need to be made.

Treatment of Arrears

If your child has taken a school meal which has not been paid for, you will be sent a reminder by text/email on a Friday detailing how much you owe. Payment must be made immediately via School Money.

If payment is not received within 7 days the School Office will telephone the parents/carers and request the debt is cleared without further delay and that until the debt is cleared the child should come to school with a packed lunch.

If a parent repeatedly fails to provide a packed lunch, or sufficient money to cover the cost of school meals, the **School may need to inform Social Services that the parent is not carrying out the responsibility of care by providing food for their child at lunchtime.**

Should a child arrive at School without a packed lunch or without payment for a School meal, the School will telephone the parent to see whether alternative arrangements have been made. 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, and some schools are known not to provide a meal in these circumstances. The School retains its discretion to refuse to provide a school meal in circumstances where there has been persistent non-payment. However, we regard this as a last resort.

We do not wish our children to be in a situation where their learning or welfare suffers and the School will therefore act promptly to address such issues at an early stage and to work with families in order to prevent arrears of dinner monies from accumulating to a point beyond parents' means to settle