

Saxon Hill School

School Meals Policy

The Governing Body is committed to a transparent, consistent and fair approach to the efficient operation of the school meals system.

Aims of this document

- To outline the school policy regarding school meals;
- To present a workable, fair mechanism for the collection of lunch money;
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our children;
- To ensure the smooth, efficient and cost effective operation of the school meal system;
- To clarify the roles and responsibilities of school staff, parents and children;
- To present the operational procedure for obtaining school lunches.

School meals are available to children in Year 6 and below at a cost of £2.00 per day and children in Y7 and above at a cost of £2.05 per day or at no cost to those in receipt of free school lunch entitlement.

The payment for school lunches is required in advance on a weekly, half-termly or termly basis.

Identifying the Needs of your Child and Paying for School Lunches

To enable the school meal service to be efficiently planned the School requires advance notice of your child's requirements. You may do this in one of two ways:

- Weekly – on the first day of the school week, please give your child the payment for the required meals that week. Please enclose in a sealed envelope with the name of your child clearly identified and the amount you are paying. If you do not state the amount you are paying the whole of the amount will be credited to your child's account.
- Half-termly or termly – on the first day of the half term, please give your child a sealed and named envelope containing payment.

Envelopes will be collected from your child in their classroom or can be delivered to the School Office..
N.B.

1. You may choose any combination of school meal/packed lunch over any number of days/weeks.
2. In case of absence please send payment on first day back at school.
3. Any credit in respect of absence will be carried forward on your child's account and deducted from the following week's payment.
4. Cheques should be made payable to: Staffordshire County Council.

What happens if I forget to pay?

What happens if my child's entitlement to free school dinners has expired?

Please note that if a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for a school dinner in a named and sealed envelope.

If a child arrives at school without a packed lunch, payment, or if a child's entitlement to free school meals has expired, the School will telephone home in the first instance to establish if alternative arrangements have been made.

If your child has taken a school meal which has not been paid for you will be sent a letter detailing how much you owe. Payment needs to be made immediately and can be sent in with your child or paid directly to the school office.

If the matter remains unresolved, the Head Teacher and Governing Body will decide how to address the situation, which may include referring the debt onto a collection agency.

The School cannot accommodate debt amounting to more than one week's payment. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the costs of school meals, this may necessitate a safeguarding referral.

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, and some schools are known not to provide a school meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears accumulating.

N.B. If you are experiencing hardship which affects your ability to pay for school meals, you are invited to speak confidentially to the headteacher or Family Support Worker or contact the Education and Welfare Benefits Service, your Health Visitor or Social Services.

Information regarding free school meals is available separately on request from the School or Free School Meals, Central Welfare Team, Tipping Street, Stafford ST16 2DH. The application for free school meals is available from the School Office or can be downloaded from www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchoolMeals

Approved 15.11.11