

Westwoodside Church of England School

School Meal Policy

Review Date: October 2014

School Dinners

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

Aims of this document

- To outline the school policy regarding school dinners;
- To present a workable, fair mechanism for the collection of dinner money;
- To work with parents/carers 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 dinner system;
- To clarify the roles and responsibilities of school staff, parents/carers and children;
- To present the operational procedure for obtaining school lunches.

School Dinner Policy

School meals are available to children at a cost of £2.10 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 dinner service to be efficiently planned the School requires advance notice of your child's requirements. Therefore if you wish to change from dinners to sandwiches or vice-versa, we need one week's notice in writing. Please speak to the school office if there are any exceptional circumstances.

Payments can be made:

- weekly - on the first day of the school week;
- half-termly or termly – on the first day of the half term.

Please enclose payment 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.

Envelopes can be given to your child's Class Teacher or can be delivered to the School Office.

N.B.

- In case of absence please send payment on first day back at school.
- If your child has a dinner booked and goes home ill then the meal will have to be paid for unless cancelled by 10.45 am.
- Cheques should be made payable to North Lincolnshire Council.
- Credit due to absence will be carried forward to the next payment period (thereby reducing the next payment).

What happens if I forget to pay or my child's entitlement to free school dinners has expired?

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 dinners 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, debt will be passed on to North Lincolnshire Council's debt recovery.

The School will not tolerate debt amounting to more than one week's payment. If a parent/carer repeatedly fails to provide a packed lunch, or sufficient monies to cover the costs of school dinners, this may be a matter for Children and Young People's Services.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school dinners has not been received, and some schools are known not to provide a school dinner in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating.

N.B. If you are experiencing hardship which affects your ability to pay for school dinners, you are invited to speak confidentially to the Business Manager or contact the Education Benefits Team on 01724 297217, your Health Visitor or Children and Young People's Services. Information regarding free school dinners is available on request from the School Office or through the Education Benefits Team. More information can be obtained on North Lincolnshire Council's website – www.northlincs.gov.uk.