



St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

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*"Called to love as God loves"*

## **ST MARY'S RC PRIMARY SCHOOL MEAL POLICY**

Date	Amended by	Recipients	Purpose
March 2021	SLT	All Staff	Update

This document requires approval by governors

Name	Position	Date Approved
David Crossley	Chair - Resources Committee	10/03/2021 Full Governing Body Meeting

Distribution

This document has been distributed to:

Name	Position	Date
	Administrative Staff	11/03/2021
	Governors	11/03/2021
	School Website	11/03/2021

## **Aims**

- To outline the school's procedures regarding school meals.
- To work with parents to provide a flexible approach to the lunchtime needs of our pupils.
- 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 pupils.
- To present a workable, fair mechanism for the collection of school dinner money.

## **Policy**

Parents are responsible for providing a lunch for their child and this may be in the form of a paid meal, application of a free meal entitlement, universal free school meals for children in Reception, Year 1 & Year 2 or a packed lunch from home.

School meals are available to pupils at a cost of £2.55 per day (1<sup>st</sup> April 2021) or at no cost to those in receipt of a free meal entitlement.

To enable the service to be efficiently planned, the school requires advance notice pupils' requirements. Two weeks' notice must be given to change arrangements, and notice must be given using the attached form, which should be emailed or handed in to the school office.

## **Paying for School Meals**

- Payment for school meals is required in advance on a weekly, monthly or half-termly basis.
- Payment for school meals is via ParentPay only. Cash or cheques will not be accepted.
- Full-time nursery children must pay the cost of a school meal each day.
- If a pupil forgets their packed lunch from home, and arrangements cannot be made to get it dropped off, a school meal will be provided and charged via ParentPay.

## **Free School Meals**

- If parents believe that their child may qualify for entitlement to free school meals, then applications can be made to the Civic Centre in Oldham. Phone: 0161 770 6688. Email: [benefits@oldham.gov.uk](mailto:benefits@oldham.gov.uk).
- If a child is in receipt of free school meals, but they prefer to bring a packed lunch, the school office should still be informed, as the school kitchen will be catering for those children who have arranged to take a school meal.
- The school reserves the right to charge parents where they have brought a packed lunch and not informed the school that they do not want to receive a free school meal even though they are eligible.

## **Procedure for the Collection of Arrears**

Reminders will be sent by text message to parents who have not paid for school meals that week. Parents may also be contacted by telephone or letter.

If no money is paid after four weeks, then parents will be issued with a letter of withdrawal of their school meals and informed to provide their child with a packed lunch or collect the child to take home for lunch and the school will have no further option but to send the outstanding debt to the Local Authority for collection where this could have a detrimental effect on future benefit awards from them.

Full-time nursery children who accrue school meal arrears may have their place withdrawn and have to revert of a part-time place until the account is brought back up to date.

Once, any arrears have been paid, we are happy to resume school meal provision.

Thank you for your co-operation.

**Change of Lunchtime Arrangements**

I would like to change my child's lunchtime arrangements.

I understand that I need to give 2 weeks notice.

Child's Name:	
Class:	
Change from (Please circle)	School Meal          Packed Lunch
Change to (Please circle)	School Meal          Packed Lunch

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_