

*Excellence Together, Learning Through Faith.*



# St Mary's C of E (VA) Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.”

## Dinner Money Policy

This policy is GDPR compliant.

Date of issue: July 2017

Last reviewed/adopted: September 2018

Next review date: Autumn 2021

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

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

## **St Mary's Primary School has a clear vision for the future:**

### **Our Mission at St Mary's Primary School is:**

To be a caring Christian environment, nurturing a life-long love of learning.

With a whole-hearted commitment to putting our Christian faith and spiritual development at the heart of St Mary's, we aim to;

- achieve excellence in all that we do
- deliver the highest standards of teaching and learning
- develop happy, confident and resilient children, instilled with a life-long love of learning
- create an environment where everyone in the school can reach their full potential
- encourage mutual respect, acceptance and tolerance throughout our community
- encourage a true partnership between the school, pupils, parents, the parish, governors and the Local Authority, for the benefit of our children.

### **At St Mary's Primary School, EVERY child matters**

Taking children to places where they've never been; Showing them things that they've never seen; Asking them what they would like to keep; Giving them the skills to have a real chance of succeeding. Together we can make our vision become a reality.

The Children and Families Act 2014 places a legal duty on all state-funded schools in England, to offer a free school lunch to all pupils in reception, year 1 and year 2 from September 2014.

St Mary's Primary School is responsible for the collection and reconciliation of all school dinner money for children in years 3 - 6 and from the 1 September 2013 St Mary's Primary School became responsible for all arrears and non-payments.

Parents are responsible for providing a lunch for their child(ren) in years 3 - 6, this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

Parents must pay for school meals half termly IN ADVANCE unless their child(ren) have a free school meal entitlement. Application forms for free school meals are available from the school office.

St Mary's Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

### **Meal Arrangements**

- Pupils from Reception to year 6 should opt at the beginning of each year (September) as to whether they wish to have a school meal or a packed lunch from home.
- Changes should be notified at the beginning of a half-term wherever possible. However, a minimum of one week's notice is required for any change, this is specified as kitchen orders are processed 7 days in advance and accurate numbers are required for ordering.
- Should a pupil, who has packed lunches, forget their meal or require a lunch due to exceptional circumstances, then a school meal will be provided. A note should be sent in with the pupil requesting a dinner. Payment for meals of this nature is due on the day taken or the next day of school (see below). Where a packed lunch is forgotten, the school office will attempt to contact the pupil's parent / carer and advise them of the proposed action.

## **Meal Charges**

- The revision of charges for school meals will take place each September. Wherever possible parents will be notified of any increase during the term prior to the new charge.
- The school will generally adopt the pricing recommended by the local authority, but will try to keep costs down to a minimum.

## **Meal Payments**

- All parents must pay for school meals half termly in advance unless the pupil is in receipt of a free school meal.
- Payments can be made via SchoolComms, or in exceptional circumstances by cheque.
- A full dinner money statement is available from the school office, detailing meals taken and payments made. A charge may be made for this service if constant requests are made.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted accordingly. If credits continue to the end of term they will be carried over to the following term, unless the child is leaving the school, whereby they will either be transferred to any sibling or a refund issued.
- Reminders will be sent to parents who have not paid for school meals. Parents may also be contacted by telephone.
- Late payments will be accepted up to the Friday of the week in arrears.
- Should arrears total one week then parents will be required to send packed lunches for their child(ren) until the debt is cleared.
- In the event that a school dinner is expected when arrears stand at one week then parents will be contacted by the school administrator and will be expected to bring a packed lunch to school for lunch time that day.
- Once a cessation of service letter has been issued, a parent will not have the option of transferring back to school meals unless the debt has been cleared. If the debt has been cleared the child will be allowed to transfer back to meals, however, meals will only be provided if paid for in advance. If payment is not received in advance then the meal service will cease immediately.
- Debts will be carried over between terms and remain with the child across the years in school to allow the maximum time for arrears to be recovered. Generally speaking debts will not be written off.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance from the Education Welfare Officers or in extreme cases Children's Services.
- If no money is received by the due date the debt will be passed to the small claims court. This will incur a £25.00 fee which will also be added to the arrears.
- Where there is a genuine difficulty with payment, please inform the school. The school will do its best to assist.

This Policy was approved on 3rd July 2017. This Policy will be reviewed at least every three years, in line with the Governor's monitoring and review cycle.