

# GOVERNING BODY'S PAYMENT FOR SCHOOL MEALS POLICY



## Introduction

School meals for the week must be ordered on the Monday and paid for in advance. Lunchtime arrangements, i.e. school dinners or packed lunches must be decided in whole-week blocks. It is not possible to order a meal for individual days.

Payments can be made weekly, half-termly or for the full term. We no longer take cash payment at the school and no money should be sent in to school to pay for school dinners. You can pay for school meals by registering online with [www.feedinghungryminds.co.uk](http://www.feedinghungryminds.co.uk), once registered you will also have the option to pay by telephone 0844 583 5754.

If a child arrives at school without a packed lunch, then it will be deemed that the parent/carer requires the school to provide a meal which will be charged to the parent/carer at the standard cost.

In the event that the child's dinner account has not received the money on or before the Monday, a **Reminder Letter** will be sent to the parent/carer requesting urgent payment. (A further **Reminder letter** is sent on a Thursday if required).

In the event that it becomes necessary for a Reminder Letter to be sent on three occasions in any one term then parent/carer will be asked to provide a packed lunch for the remainder of the term.

## Arrears

If payment has not been received by the end of the week in which the Reminder Letter was sent, the school will issue a **Reminder Notice** which will state the amount owed and request that a packed lunch is provided until arrears are paid in full.

In the event that arrears amount to two weeks, the parent/carer will be informed of this and, if the child continues to come into school without a packed lunch, the parent/carer will be telephoned to come into school to provide their child with a packed lunch. If the parent is unable to be contacted or refuses to provide a packed lunch, then a Child Protection referral will be made on the grounds of neglect.

In the event of arrears not being cleared, the school reserves the right to take legal action to recover the money.

In cases of genuine financial hardship, the school can make arrangements for a staged payment plan. However, this does require the parent/carer to remain in close contact with the school.

## **Free School Meals**

It is the parent's/carer's responsibility to complete the necessary documentation required for free school meals which will prevent parents/carers falling into unnecessary arrears. The child's dinner account will need to remain in credit whilst your application for free school meals is being processed. Any refund owing to you will be back dated from the point you were eligible for free school meal.

All children in Key Stage 1, (Reception, Years 1 and 2) are eligible for the Universal Free School Meals – This is automatic and parents do not need to do anything.