

Calow Church of England (V.C.) Primary School Dinner Money Income Administration Policy

Payment for School Meals

- The cost of a school meal is currently £1.95 per day (£9.75 per week).
- This is payable in advance.
- Parents/Guardians are expected to pay on Monday morning each week or may pay for longer periods up to a term in advance if more convenient.
- Parents may pay by cash or cheque payable to Calow Primary School, in a labelled envelope.
- If children are absent, their dinner money is credited for the following week.
- Refunds may only be given, for credits at the end of a term, or if a child is leaving this school to attend another.
- If a child forgets their packed lunch and is given a school meal, parents/guardians must pay for that meal on the same day or the following morning at the latest (except for children in receipt of Free School Meals).
- The office must be given two weeks notification of any changes in meal arrangements.

Free School Meals

Parents/Guardians who are in receipt of certain benefits, may be entitled to Free School Meals. These include:

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (Not Working Tax Credit)
- Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element

Application forms are available from the School office.

Children who have a packed lunch but who are entitled to Free School meals must notify the school office if changing from one to another.

All applications for Free School Meals are treated with the strictest confidence.

Debt Policy

- As from September 2013 the School will adhere to a minimising debt approach relating to school meals.

- Children will not be provided with a School lunch unless it is paid for in advance (except for those children entitled to Free School Meals).
- If a parent/guardian genuinely forgets to pay, the school may grant an exception and allow payment the following day. This debt must be paid the next day and future meals must be paid for in advance before any meal is provided.
- We request that all parents give this policy their full support. If debts are incurred, the school has to pay for the meals eaten. This means that money which should be spent on the children's education has to be used for debts incurred by parents. No parent would take their child to a restaurant and expect them to be given food without paying – the same applies to this School.
- If a debt is not cleared, parents/guardian must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received, nor a packed lunch provided, the School will telephone the parent/guardian asking them to come to school with the money, provide sandwiches before lunch or take the child home for lunch.
- Social services may be informed that Parents/Guardians are not carrying out their responsibility of care by not providing food for their child at lunchtime
- If a reasonable arrangement to clear a debt cannot be made, the School reserves the right to commence legal proceedings to secure payment.
- We hope that by implementing this debt policy we are able to help parents manage school dinner money better and ensure that all money that is for children's learning is available for that purpose.
- The same approach applies to staff in that they are expected to pay for a meal in advance (£2.76 a day). No staff member will be allowed to incur debt.

Policy formulation: September 2013