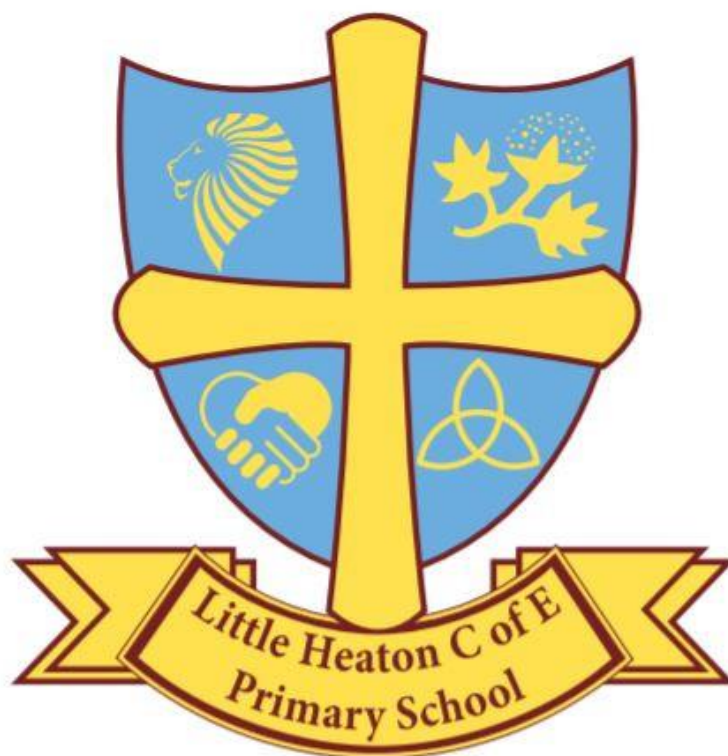

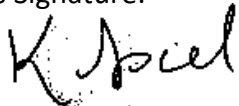


# LITTLE HEATON CE PRIMARY SCHOOL



## SCHOOL DINNER MONEY POLICY

**Mark 9.23 - All things are possible for those who believe.**

Date of Issue: <b>February 2023</b>	Date of Last Review:
To be Reviewed: <b>February 2024</b>	
Headteacher Signature: 	Chair of Governors Signature: 



## School Dinner Money Policy

We provide a daily hot lunch service for all children at school. The two course lunches, which are cooked on site, offer pupils a balanced and nutritious meal with a choice of vegetarian and meat based main courses. Our menus run on a three week cycle. All children in Reception, Year 1 and Year 2 are automatically entitled to universal free school meals, but you may opt for a packed lunch if preferred. The children look forward to their meals made by Mrs Connor, and the Fresh Kitchen Team.

School meals are charged at £2.60 and Little Heaton CE Primary School is responsible for the collection and reconciliation of all school dinner money and is liable for all arrears and non-payments.

Parents of children in Key Stage 2 are responsible for providing a lunch for their child(ren); 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 IN ADVANCE unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals and will be happy to assist parents with applications.

Little Heaton CE Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School Money is used by most parents as a safe and convenient way of paying for school meals. If you do not have access to the internet then you can still pay at the school office. School meal money should be sent into school on a **Monday morning** to pay for school meals for that current week. Payments should be in an envelope and clearly marked with your child's name and 'Dinner Money'.
- School meals may be paid for in cash or by cheque. Cheques should be made payable to 'Little Heaton CE Primary School'. Parents must be aware that in the event of a 'bounced' cheque, and admin fee will be charged and all future payments must be in cash.
- Reminders will be sent to parents who have not paid for school meals that week. Parents may also be contacted by telephone or School Spider message.
- Late payments will be accepted up to the Friday **morning** of that week.
- Should arrears total two weeks 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 two weeks then parents will be contacted by either the School Administrator or School Bursar and will be asked to bring a packed lunch to school.
- In cases where parents have a debt with school a payment plan can always be put in place. Children should remain on packed lunches until the debt is cleared in full.
- 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 Officer or in extreme cases Children's Social Care.
- 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.