



Balby Central Primary Academy

School meal policy

2017-2018

The Rose Learning Trust



TRANSFORMING FUTURES COLLABORATIVELY

Balby Central Primary Academy

Dinner Money Policy – including Dinner Arrangements

In April 2014 DMBC notified us that all school meals taken by children must be paid for in advance, if a parent didn't pay the necessary dinner money the outstanding debt would become the schools responsibility to collect instead of the debt being passed to the DMBC as in previous years.

Therefore it is necessary for our academy to notify all parents of our School Meal Policy.

Payment for School Meals

• The cost of a school meal is currently £2.00 per day = £10.00 per week. Menus will be available to view on the noticeboard on premises and via the website.

• This is payable in advance

- Parents/Carers 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 must make payment via ParentPay or PayPoint (barcoded letter must be requested)
- 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/carers 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 Business Support Team must be given half a terms notification in writing of any changes in meal arrangements.

Free School Meals

Parents/Carers 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

If you are in receipt of one of the benefits above you may be entitled to free school meal, therefore you will also need to apply for free school meals at the same time as applying for benefits. Or alternatively request a Free School Meal Application Form from the Main School Office.

To apply for free school meals please log onto <http://www.doncaster.gov.uk/freeschoolmeals>. Children will not be given a free meal until confirmation has been received from Doncaster Metropolitan Borough Council.

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.

Debt Policy

- As from January 2015 Balby Central Primary Academy will adopt a strict NO DEBT policy relating to school meals
- The cost of school dinners should be paid in advance - at the beginning of each week or daily if this is more suitable for parent/carers
- Children may not be provided with a school lunch unless it is paid for in advance (except for those children entitled to Free School Meals or Key Stage 1 children)
- If a parent/carer genuinely forgets to pay, the school may grant an exception and allow the parent/carer to pay the following day. This debt must be paid the same day or by the morning of the next day at the very latest and future meals must be paid for in advance
- We request that all parents give this policy their full support. If debts are incurred, the school has to cover the cost of 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
- If a debt is not cleared, parents/carers 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 or carer asking them to bring the money to school immediately, provide sandwiches before lunch or take the child home for lunch
- Social services may be informed that Parents/Carers 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 begin 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 provided for children's' learning is used for that purpose

This policy will be reviewed annually.