



School Meals Policy and Collection of Arrears Procedure

September 2014

Updated July 2015

As from September 2014, Beever Primary School has adopted a clear 'no debt' policy relating to School Meals and has a clear set of procedures for the payment and collection of school meal money and any arrears that occur. Parents are responsible for providing a lunch for their child(ren) and this may be in the form of a paid meal, application of a free meal entitlement, universal free school meals for KS1 children or a packed lunch from home. Beever Primary School has always supported parents and carers with dinner money payments but this has resulted in our school currently having a debt of almost £500! This has recently reduced due to the effective work of the staff in our school office and kitchen staff. As most parents and carers appreciate, no-one would take their child to a restaurant and expect them to be given food without paying or go to a supermarket and expect to bring their grocery shopping home without paying; the same applies at school.

Payment of school meal money	
1	Dinner money should be sent into school on a Monday morning for that current week. Nursery meal payments should be made on their first day of attendance for that week. Payments should be in an envelope and clearly marked with your child's name and 'Dinner Money'.
2	If your child is absent from school and meals have been paid for, these will be carried forwards as credits and the following weeks payment will be adjusted accordingly.

Procedure for the collection of school meal arrears	
1	Reminders will be sent by text message to parents who have not paid for school meals that week. Parents may also be contacted by telephone or letter.
2	If no money is paid after two weeks then parents will be issued with a letter of withdrawal of their school meals and informed to provide their child with a packed lunch or collect the child to take home for lunch and the school will have no further option but to send the outstanding debt to the Local Authority for collection where this could have a detrimental effect on future benefit awards from them
3	Once, any arrears have been paid, we are happy to resume school meal provision.

Free School Meals	
1	If parents believe that their child may qualify for entitlement to Free School Meals, then applications can be done at the Civic Centre in Oldham. Staff in the office can help parents and carers with their application if required.
2	If a child is in receipt of free school meals, but they prefer to bring a packed lunch, the school office must still be informed as the school kitchen will be catering for those children who have arranged to take a school meal.
3	The school reserves the right to charge parents where they have brought a packed lunch and not informed the school that they do not want to receive a free school meal even though they are eligible.

Meal Patterns	
Parents should make the decision as to whether their child is taking a school meal or bringing a packed lunch and stay with that pattern for the half term. Where meal patterns are changed without informing the office, any charges that have been accrued will have to be paid in full regardless of free school meal entitlement or packed lunches.	

If you need any further information, please speak to the staff in the school office who will be happy to advise you.