



Dinner Money Policy

Key Information

1. All parents are provided with a copy of the dinner money policy if requested.
2. Policy is available on the school website.
3. All school lunches must be paid for in advance unless an agreed arrangement is made with the Administrator.
4. Parents who don't want their child/ren to have a school lunch, should provide a healthy packed lunch.
5. If a parent wishes their child/ren change from school meals to packed lunches or vice versa they need to give the school 2 weeks notice and complete a change of meals form available from the school office or the school website.

Do you qualify for Free School Meals?

Your child might be able to get free school meals if you get any of the following:

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Due to the Universal Credit roll out period, if your child was eligible for free school meals on 1st April 2018, they will remain eligible until they finish the phase of schooling (primary or secondary or until 31st March 2024).

School meals are payable via the sims pay software. Parents are sent an email by the admin office with instructions of how to set up an account for their child. The school is a cashless school and does not accept cash. Mellor's Catering Services provide school meals at Ravensbury Community School at the cost of £2.40 per day. Parents will be advised annually in the price is the change.

If you wish to change your child's meal arrangements could you please notify the school office as school meals are ordered from the kitchen a week in advance and we have to change the order. It would be appreciated if you could give 2 weeks notice of any change, also a meal pattern form has to be completed. **To change on a daily basis is not acceptable.**

If your child has an allergy to certain foods we need to be aware of this so that we can notify the school kitchen and Curriculum Support Assistants If you have any concerns about your

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child regarding the lunchtime we will gladly pass those on to the Curriculum Support Assistants.

Ravensbury Community School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

Meals Arrangements

- Pupils should opt at the beginning of each year (September) as to whether they wish to have a school meal or packed lunch from home. A text is sent out to ask parents that if they have changed their meal preference then to let the school know immediately.
- Should a pupil wish to change this arrangement, parents should complete a meal changes form obtainable from the school office and the school's website.
- Changes should be notified at the beginning of a half term where ever possible.
- However, a minimum of 2 weeks notice is required for any change, this is specified as kitchen orders are processed 14 days in advance and accurate numbers are required for ordering.
- Should a pupil, who has packed lunches, forget their meal or require a school lunch due to exceptional circumstances, then the school meal will be provided. Payment for meals of this nature is due on the day taken or the next day of school.
- Reminders will be sent by text to parents who have not paid for school meals after 1 week. Parents may also be contacted by telephone if payment is not received the following week.
- Dinner money is expected to be paid in advance but late payments will be accepted up to the Friday of the week in arrears.
- Should arrears total 2 weeks then parents will be contacted regarding the arrears by letter or phone call to discuss the arrears, if arrears continue into 3 weeks without contact from the parent regarding agreed payment plan the parent will be asked to send a packed lunch/es for their child/ren until the debt is cleared.
- In the event that a school dinner is expected when arrears stand at 3 weeks then parents will be contacted by the Administrator and will be expected to bring a packed lunch to school for lunch time that day.
- 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 Parent Support Officer or in extreme cases Children's Services.
- If a letter is sent informing the parent that school meals have been stopped, the child will not have the option of transferring back to school meals unless that debt has been cleared.
- If the debt has been cleared the child will be allowed to transfer back to meals, however, meals will only be provided if paid for in advance. If payment is not received in advance then the meals service will stop immediately.
- Debts will be carried over between terms and remain with the child across the years in school to allow the maximum time for arrears to be recovered.
- Continuation of non payment of arrears will result in being referred to the Local Authority Legal Department and possible court action being taken. All costs incurred from this referral will be the responsibility of the parent.