



SCHOOL MEALS POLICY

Date of review: Autumn 2016	Date of next review: Autumn 2017
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Adopted by the Governors of Furzeham Primary School

Aims

- To outline the school's procedures regarding school meals;
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents and pupils.

Policy

School meals are available to pupils at a cost of £2.15 per day or at no cost to those in receipt of a free meal entitlement.

Paying for school meals.

The payment for meals is required in advance on a weekly, monthly or half-termly basis.

- Please send money in to school on a Monday, or the first day of the school week.
- **We encourage parents to make payments on line to:**
<http://www.feedinghungryminds.co.uk/edu/furzeham-primary-and-nursery-school/>
- In the case of absence, please send payment on the first day back at school.
- Cheques to be made payable to **ISS MEDICLEAN**. If your cheque is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the cheque.

Should a child arrive at school without payment or a packed lunch, the School will telephone home in the first instance to establish if alternative arrangements have been made.

If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for school meals in a sealed envelope.

If payment has not been made

If your child has taken a school meal which has not been paid for you will be sent a text reminder confirming how much you owe. Payment must be made immediately and can be sent in with your child or paid directly to the school office. If payment is not received after 48 hours a letter will be sent detailing the consequences of non-payment and a final date by which payment must be made (Appendix 1). Consequently if payment has not been made further hot dinners will not be provided.

If the matter remains unresolved, you will be sent a 2nd letter requesting payment and detailing the school's next course of action. (Appendix 2)

The school cannot tolerate debt amounting to more than one week's payment (£10.75); as if debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents means to settle.

The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent. However, where no attempt is made to clear the debt then it will automatically be referred to Torbay Council Debt Recovery Department.

Information regarding free school meals is available from the School Office.

[Appendix 1 – 1st Reminder](#)

[Appendix 2 – 2nd Reminder](#)

Appendix 1

Name Year: Class:

Date: Furzeham

Dear Parent/Carer

There is an outstanding amount of £..... on your child's school dinner account. The report below details how this amount is calculated. We would like to advise you that payments for school meals are required to be made in advance. Please send in payment as soon as possible to clear your child's account, alternatively we strongly encourage for payments to be carried out on the new online system by registering at www.feedinghungryminds.co.uk/online-payments, please contact issueducation.onlinepayments@uk.issworld.com if you have any problems.

Transaction Details (example details)

Date	Trans Type	Payment Type	Amount (£)	Meal Type	Chargeable	Spent (£)	Balance (£)
23/03/2016	Meals Consumed			Lunch	Yes	2.15	-15.52
11/04/2016	Meals Consumed			Lunch	Yes	2.15	-17.67
15/04/2016	Meals Consumed			Lunch	Yes	2.15	-19.82
19/04/2016	Meals Consumed			Lunch	Yes	2.15	-21.97
20/04/2016	Meals Consumed			Lunch	Yes	2.15	-24.12
25/04/2016	Meals Consumed			Lunch	Yes	2.15	-26.27
27/04/2016	Meals Consumed			Lunch	Yes	2.15	-28.42

Appendix Two

Date:

Name and address

Dear Parent

Our records show that you have an outstanding balance of £..... for school meals which have been provided for NAME OF CHILD, which have not been settled despite reminders.

We would appreciate it if you can settle this amount outstanding at your earliest convenience or if you would like to make payments in instalments, then please can you let the school office know.

If no payments have been made by DATE, we will have no alternative but to forward this outstanding balance to Torbay Council Debt Collection.

If you wish to discuss this matter any further please do not hesitate to contact me.

Yours sincerely

Mr P Adams
Headteacher