

Moston Lane Community Primary School

Be the best you can be!



Dinner Money Policy

MISSION STATEMENT AND ETHOS

At Moston Lane, our goal is to ensure that everyone achieves their very best, learning together feeling happy, safe and secure. We promote and celebrate a love of learning, high aspirations and standards. Everyone is valued as an individual and encouraged to be the best they can be in all their endeavours.

Headteacher: Mrs Judy Kerton

School Meals Policy and Collection of Arrears Procedure

From April 2017, Moston Lane Primary School has adopted a clear 'no debt' policy relating to School Meals and has a clear set procedure for the payment and collection of school meal money and any arrears that occur.

Parents are **responsible** for providing 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 children in Reception classes up to and included Year 2, or a packed lunch from home.

Moston Lane Primary School have always supported parents and carers with dinner money payments. The majority of our parents are supportive of all our requests for financial contributions and we encourage and promote information about applications for Free School Meals.

Payment of school meal money	
1	Dinner money should be paid in advance of meals being taken for that current week.
2	If your child is absent from school and meals have been paid for, these will be carried forward as a credit and the following weeks payment will be adjusted accordingly. You will not be charged for meals if your child is absent.
Procedure for the collection of school meals 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. It is your responsibility to keep payments up to date.
2	If no money is paid after one week, parents/carers will then be issued with a letter of withdrawal of their school meals and informed to provide their child with a packed lunch indefinitely. The school will have no further option but to send the outstanding debt to the Local Authority for collection, which may incur further charges.
3	Once any arrears have been paid, you are not automatically entitled to return to having school meals. We will consider individual circumstances and inform you of the decision. School reserves the right to refuse meals indefinitely if debts repeatedly continue to accrue.
Free School Meals	
1	If parents believe that their child(ren) may qualify for entitlement to Free School Meals, applications forms can be obtained from the Manchester Benefits Unit, or from the school office, where staff would be happy to help parents/carers with the application. If you are applying for Free School Meals it would be advised that you provide your child with a packed lunch until this award is received. The Benefits Unit do not always back date claims therefore you will be liable to pay any outstanding money owed. We can allow your child to have meals for a maximum of one week whilst you have your claim assessed,
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 if you are entitled to Free School Meals for funding purposes.
Meal Patterns / Charges	
The school reserves the right to uphold charges where parents they have changed their child's meal pattern without first following the correct school procedures (which is filling in a change request form at the office). We require 2 weeks notice for any change in meal arrangements.	

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

Date of Next Review

The Policy will be reviewed in September 2018

Signed _____ Date :
(Chair of Governors)

Signed _____ Date :
(Headteacher)