



## SCHOOL DINNER MONEY POLICY

There are a number of possibilities for parents to choose from in terms of school dinner arrangements.

Firstly school meals may be provided free if parents complete an application form to EA and their application is successful. This will require parents to renew their application at regular intervals otherwise the Board will terminate this provision. It may also be the case that due to a change in circumstances, parents are no longer entitled to receive free meals for their children and provision may cease for that reason.

Secondly, parents may buy a school meal at the current cost as determined by EA. The money for these meals goes in its entirety to EA and the school is simply facilitating this provision on behalf of EA.

Thirdly, parents may send in a packed lunch with their child and there is no cost involved with this method.

Parents who have children who are not entitled to free school meals and who decide that they wish to purchase a meal at lunchtime for their child **MUST** ensure that they follow the following procedures:

- Payment must be made either in advance or on the day that the meal is required
- If a child arrives at school and the parent has forgotten to send in the money for that day, we will endeavour to telephone the parent to inform them of the situation and the parent can arrange to deliver a packed lunch or we will provide a meal for that day with the expectation that money for this is sent in the following day.
- If a child arrives with no lunch or means to purchase a dinner on more than 5 consecutive days then on day 5 the school will once again endeavour to contact parents using the telephone numbers supplied to school. **If the parent cannot bring the money to school that day then we will be left no alternative but to provide a meal. This will then necessitate a referral to Social Services.**
- Any contributions subsequently sent to school will be used to pay off **all** money owed before the pupil will be provided with a school meal.
- The school secretary maintains detailed and appropriate records to ensure that we have a clear knowledge of what has been paid for each child. **The school reserves the right to exclude any pupil from purchasing school meals if there are repeated disputes over payments.**
- However, no child will be allowed to go hungry on humanitarian grounds.

The principal has been delegated with the responsibility of overseeing the lunchtime arrangements on behalf of both the Board of Governors and the EA and therefore will make a determination on this situation. Parents may appeal this decision by writing to the Chair of the Governors via the Secretary to the Board of Governors (currently the Principal).