



School Meal Policy

Avonmouth C. E. Primary and Nursery

Date adopted: 18/07/2018

HISTORY OF POLICY CHANGES

Date	Page	Details of Change

Introduction

This policy forms guidance to the parents/carers on the procedure for paying for their child/ren's school meals. Such situations need to be dealt with sensitively, in view of the vast majority of parents/carers who pay for their meals in advance each week, do not knowingly accumulate arrears.

General Principle

All school meals should be paid for in advance. Parents should not expect their child to be given a meal unless they have paid for it in advance or they have credit on their online account. The usual collection day is Monday (or the first day of the week if different) although payment can also be made at the start of the term for the whole term.

Free School Meals

Only children who are officially approved by the Awards Department of Bristol City Council will be entitled to receive Free School Meals.

If you allow your entitlement to expire, you will get charged for any meals taken at the current price from the date of expiration. This is different to the Universal Free School Meal provision for Early Years and Key Stage 1 pupils.

In cases of hardship the schools Learning Mentor can provide information and access to Foodbanks.

Arrears Procedure

Where payment is not made on the first day of the week, and arrears accumulate, the following procedures apply:

- A letter will be sent home with the child on the Friday (or last day of the week) or a text message sent informing the parents/carers of the arrears.
- If no payment is received the following week and arrears have accumulated to the value of 5 school dinners, a further letter/text will be posted to the parents/carers requesting immediate payment and to provide their children with a packed lunch until the arrears has been cleared.
- 'If this point is reached, responsibility for the provision of lunch will lie with the parent/carer. Children will need to be provided with a packed lunch by their parent/carer. Should a child arrive at school without a packed lunch, parents will be contacted and asked to bring one in or money for a school lunch.

If the situation continues it may be regarded as a welfare issue

- If arrears to the value of 5 school dinners are accumulated on 3 separate occasions, any future school meals will only be provided if paid for in advance. A letter will be sent to parents/carers to confirm this action.
- Any monies received by the school will be used to reduce the debt until it has been fully paid.

If you feel your child is entitled to Free School Meals, applications can be made on-line via the Bristol City Council Website or call into the School Office for advice