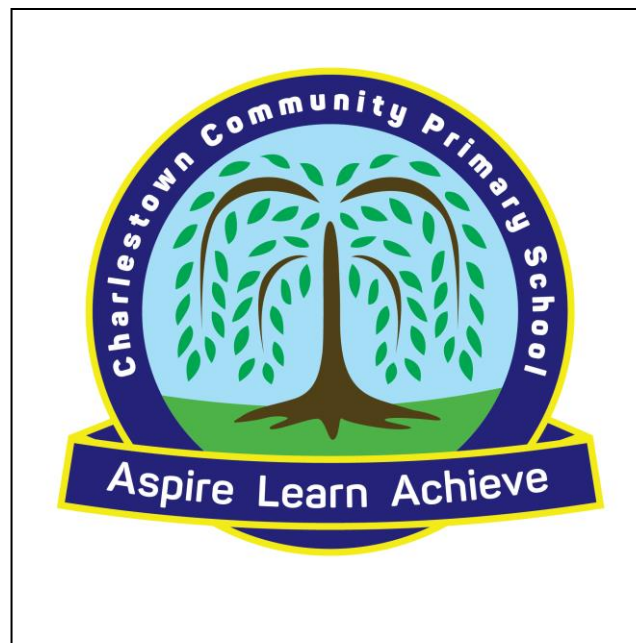


Charlestown Community Primary School



Dinner Money Policy

May 2017

**Charlestown Community Primary School
Dinner Money Policy**

Key Information

1. The Head teacher and Governing Body believe that it is important that your child(ren) have a healthy, nutritious school meal at lunchtime to provide him/her/them with the energy required to concentrate in class and cope with the demands of the day.
2. All parents will be provided with information about the dinner money policy at the start of the academic year.
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 TWO week's notice.

Do you qualify for Free School Meals?

If you get any of the following support payments your child may be entitled to receive free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals.

Children under the compulsory school age who are in full time education may also be entitled to receive free school meals.

If you think your child is entitled to free school meals, you'll usually need to fill in an application form supplied by your local council. Give your completed application to your

child's school and make sure you can show documentary proof of any support you are receiving.

School meals are payable **in advance** each Monday. Please place payment in an envelope clearly marked with your child's name and class and hand to the class teacher or school office.

The current payment is **£2.30** each day which is **£11.50** per week. A full year of school lunches for one child will cost you, therefore, **£437** assuming no increase in charges during the year.

The payment needs to be paid at the school office. You can pay by cheque if you wish. Cheques must be made payable to Charlestown Community School.

If you wish to change your child's meal arrangements could you please notify the school office, who will provide you with a form to sign, 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. **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 in advance so that we can notify the school kitchen and mid day staff.

If you have any concerns about your child regarding the lunchtime we will gladly pass those on to the relevant staff if you notify the School Office.

If you want to have a detailed statement of your child(ren)'s account at any time, please ask at the school office. This statement will show you what meals have been taken and how much and when you have made payments. Also written receipts are available on request.

At Charlestown Primary School we do not allow dinner money to go into arrears unless an agreed arrangement has been made. If your dinner money account does get into debt then the procedures described below will be followed.

Step 1

If your child's account goes into debt we will check to make sure that we have all the correct information such as any Free School Meal entitlement dates and your payment records

We will then send you a **'Gentle debt reminder'** which is a letter / text message reminding you that you have an outstanding debt for school meals.

If you receive such a letter/text, you must contact the school as soon as possible to clear the matter up. It could be that a mistake has been made or that there are some special circumstances that we need to know about.

Step 2

If your child comes to school again without the debt being paid or a packed lunch we will make sure that our information is correct and that you have not contacted the school.

If you have not contacted the school, we will then phone you to ask you to either bring money or sandwiches to school before lunchtime or arrange to take your child home at lunchtime.

Step 3

If we are unable to contact you or you do not bring the money in or take your child home we will again check our information.

The Headteacher will be told of the outstanding debt and will try to contact you by telephone.

We will send you from the Headteacher the "Strong Debt Letter asking you to come into school to discuss the issue without delay.

Step 4

If you do not contact the school and make arrangements to settle the outstanding debt then we will have no choice but to refer this to the school's Family Worker with a view to contacting Social Services since you will have shown that you are not making proper arrangements for your child(ren) to have a nutritious meal at lunchtime.

In the unlikely event of a large debt then the issue may be referred to the City Council's legal advisors with a view to taking legal action to recover the amount owing to the school.

We do not wish your child(ren) to suffer due to your failure to settle the account and so, throughout this process, we will continue to provide your child with a meal each day which will increase your debt until you make contact with the school and pay the bill and/or change the lunchtime arrangements