

# Charlestown Primary School



## Dinner Money Policy September 2023

**Approved by: Full  
Governing Body**

Date: September 2023

**Last reviewed on:**

September 2022

**Next review due by:**

September 2024

**At Charlestown we believe it is important that pupils have a healthy, nutritious school meal at lunchtime to provide them with the energy required to concentrate, learn, play and achieve.**

### **SCHOOL MEALS:**

Fresh School Meals are prepared with over 75% of food produced on site utilising locally sourced, fresh products by our Kitchen Team at Charlestown in conjunction with Trafford Council. Please see the following link for further information and example menus

<https://www.trafford.gov.uk/residents/schools/trafford-catering/trafford-catering.aspx>

School meals are £2.50 per day and include a drink, main meal, and dessert. School meals must be ordered and paid for in advance via Evolve. Please contact the school office for a link to Evolve whereby you can pay and choose your child's meal along with registering any allergies (please ensure you also inform the school office of any allergies). If you are having difficulties paying for school meals, please contact the school office.

To change meal provision please email the school office providing 1 weeks' notice.

### **ABSENCES:**

If your child is absent from school, you are able to request a credit for the meal ordered for the days absence. The request must be submitted through your Evolve account before 10am on the day or in advance if you know your child will be off school, please inform the office when a request has been made. Once the credit has been authorised the money will go back onto the card the payment was made with. If you are unsure how to request a credit, please speak to the school office. Any requests after 10am on the day will need to be requested via evolve on [help@evolve4.net](mailto:help@evolve4.net)

### **Related Policies: Debt Recovery Policy**

### **PACKED LUNCHES:**

A healthy packed lunch is to be provided by parents / carers if a school meal is not required.

For further information and examples of lunches please see:

<https://www.publichealth.hscni.net/sites/default/files/Healthier%20Lunch%20Boxes.pdf>  
<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Waste will be sent home with your child so you can monitor what they are eating.

### **FREE SCHOOL MEALS:**

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. Your child may also get free school meals if you get any of these benefits and your child is in Nursery. They may also qualify if you are an asylum seeker, or if they receive any of these benefits directly, instead of through a parent or guardian.

### **Infant free school meals in England**

Your child will be able to get free school meals at Charlestown Primary School if they are in Reception, Year 1 and Year 2.

### **How to apply?**

Please follow the link to apply for free school meals, if you need support, please contact the school and we will be happy to help.

<https://www.cloudforedu.org.uk/ofsm/sims>

**Please register even if you wish to provide your child with a packed lunch as you may be entitled for further benefits and the school received additional funding.**

**If you have any concerns about your child regarding the lunchtime, please feel free to contact the school.**

**To contact the school office regarding meals please email:  
office@charlestown.manchester.sch.uk**