

Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



DINNER MONEY POLICY

Policy Date:	18/06/20		Kate Hayles Head Teacher	
Policy Review Date:	18/06/22		Edward Hayes Chair of Governors	

Dinner Money Policy – including Dinner Arrangements

Payment for School Meals

- The cost of a school meal is currently £1.75 per day = £8.75 per week
- Parents/Carers are expected to pay on Monday morning each week or may pay for longer periods up to a term in advance if more convenient
- Parents may pay online and to do this they need to request a login from Mrs Ellingworth in the school office. You can also pay in person at the school office by debit/credit card, cash or cheque payable to Sacred Heart Catholic Academy, in a labelled envelope (provided by the school upon request)
- If children are absent, their dinner money is credited for the following week
- Refunds may only be given, for credits at the end of a term, or if a child is leaving this school to attend another
- If a child forgets their packed lunch and is given a school meal, parents/carers must pay for that meal that week (except for children in receipt of Free School Meals)

Free School Meals

A lot of people don't claim free school meals even though they're entitled. You don't need to worry about other children knowing your child gets free school meals. Only the school office will know.

You could save £400 a year for each child and your children could benefit from a good hot meal at lunchtime. The school will benefit too – they'll get the pupil premium of £1,300 a year from the government for each child on free school meals. You must apply for Free School Meals even if your child gets a Universal Free School meal (Foundation 2 and Years 1 and 2) so that the school will get the pupil premium funding for your child. This funding can be used for your child to get additional support in school, free uniform, free trips etc.

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

- 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 get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

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

You can apply for free school meals online via <http://www.leicester.gov.uk/schools-and-learning/grants-and-allowances/free-school-meals> We can help you complete the application – see Mrs Ellingworth in the school office to book an appointment to come in. You will need your National Insurance number, date of birth for you and your children, your address details and the name of the benefit that you are claiming from the list above.

Please be aware that all applications for Free School Meals are treated with the strictest confidence.

Debt Policy

- We expect parent to pay weekly, if a parent/carer genuinely forgets to pay, the school may grant an exception and allow the parent/carer to pay by the end of the week.
- We request that all parents give this policy their full support. If debts are incurred, the school has to pay for the meals eaten. This means that money which should be spent on the children's education has to be used for debts incurred by parents. No parent would take their child to a restaurant and expect them to be given food without paying – the same applies to this school
- If a debt is not cleared or a repayment plan agreed with the school within 2 weeks, parents/carers must either provide a packed lunch or take the child home for lunch. After 2 weeks, in a case when a debt payment is not received, nor a packed lunch provided, the school will telephone the parent or carer asking them to come to school with the money immediately, provide sandwiches before lunch or take the child home for lunch.
- If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to begin legal proceedings to secure payment.
- We hope that by implementing this debt policy we are able to help parents manage school dinner money better and ensure that all money that is for children's' learning is available for that purpose.