



Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

School Meals Payment Policy

Ratified by Governing Body on	Date: 04/07/2023
Due for review	Date: May 2025



Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

School Meals Payment Policy

PURPOSE

The purpose of this policy is to make clear how payment is made for school meals and to ensure a consistent and fair approach to any debt accrued by parents/carers whose children take school meals. The school pays for catering directly and as a result the school budget will have to directly fund any outstanding debts that cannot be recovered. This therefore has a direct impact on the amount of money that is available to provide education to all pupils.

AIMS

- To outline the school's procedures, in alignment with government guidance, regarding the payment of school meals and the collection of debt accrued by non-payment.
- To work with parents to provide a flexible and fair approach to the payment of school meals
- To clarify the roles and responsibilities of school staff, parents and pupils

PROVISION OF SCHOOL MEALS

At Marshfield Primary School, meals are prepared in the school kitchen by staff employed by Integra Schools catering service. The available meals follow a menu developed in partnership with the Public Health and Wellbeing Division of the Council. A menu is available from the school office.

All children in Reception, year 1 and year 2 are entitled to a universal free school meal.

If you meet any of the criteria set out in appendix 1 your child may be entitled to free school meals (Pupil Premium). This is extra money paid directly to schools to support the education of children of parents and carers on a low income or those from military families.

School meals are available to pupils in year 3 to 6 at a cost of £2.30 per day (June 2023) or at no cost to those in receipt of Free School Meals (see appendix 1)

HOW TO APPLY FOR FREE SCHOOL MEALS

You can apply for free school meals by completing the online form at the following link:

<http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals/>

South Gloucestershire Council will then:

- check your eligibility for free school meals
- send a letter to you confirming your free school meal entitlement.
- inform the school

Free school meals cannot be granted to any child until either the school or South Gloucestershire has received a correctly completed form. The entitlement to free school meals cannot be backdated.

If you are claiming free school meals due to receiving a qualifying benefit, or having a low income, you must inform South Gloucestershire immediately if your circumstances change. If you stop receiving one of the benefits listed in appendix 1 you will need to inform South Gloucestershire because your entitlement to free school meals will stop.

Giving false information or failing to disclose a change in circumstances may lead to legal proceedings.

South Gloucestershire will review your claim for free school meals on a regular basis using an online free school meals eligibility checking system provided by the Department for Education to confirm your entitlement.

Please note the online checking system only confirms or denies your eligibility to claim free school meals: it does not give any other information. If your entitlement cannot be confirmed through this process South Gloucestershire will contact you to ask you to provide up-to-date evidence of the benefit you receive.

PAYMENT OF SCHOOL MEALS

All school meals must be ordered and paid for in advance using our online platform ParentPay ([ParentPay - Leading Cashless Payment System for Schools](#)). Meals can be booked up to 3 weeks in advance and up to 7:30am each day. If the deadline is missed, please contact the school office to book your child's meal. Please also use ParentPay to indicate that your child is bringing a packed lunch from home. Please contact the school if you experience any problems in accessing the system.

If a child's school meal has been paid for in advance but they are absent, the cost of the meal will be credited against the child's account on ParentPay.

Should a child arrive at school without a booking or a packed lunch, the School will telephone home in the first instance to establish if alternative arrangements have been made. Under no circumstances will the school refuse a child a school meal.

If a child's entitlement to free school meals has expired, the parent/carer must provide a packed lunch or book and pay for meals in advance on ParentPay.

MANAGEMENT OF SCHOOL MEAL DEBT

The school understands that there may be unforeseen circumstances that result in school meal payment arrears, however in order to apply this policy fairly and transparently the following procedure will be adopted for all non-payment:

Week 1

If your child has a school meal that has not been paid for, a reminder email will be sent from the ParentPay system indicating the amount owing. A follow-up email will be sent later in the week if payment has not been received.

Week 2

If payment has not been received by the end of the week we will send a standard letter, see appendix 2.

Week 3

If payment is not received by the end of the week we will send another letter outlining the school's intention to pursue the debt through the small claims court. See appendix 3. If payment is not made, the head teacher reserves the right to request that a packed lunch be provided for the child until the debt is settled or a payment plan is agreed.

Week 4

The debt will be pursued through the small claims court.

If you are experiencing financial difficulties, please contact the headteacher as soon as possible in order that we can work together to reach a mutually acceptable agreement.

MONITORING SCHOOL MEALS DEBT

The headteacher will provide the Governing Body with details of any outstanding dinner money debt and the current position with regard to such debt at the Resources committee meeting of the Governing Body. It is the Governing Body's responsibility to ensure that this policy is applied fairly and consistently in order that the school budget is used to provide for children's learning and not to pay costs incurred by non-payment of school dinners.

REVIEW

This policy will be reviewed every 2 years by the Full Governing Body.

Signed **Chair of Governors** date.....

Signed **Headteacher** date.....

Appendix 1

You may apply for free school meals if you are in receipt of any of the following benefits:

- 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 - 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)

Information on how to apply for Free School Meals can be found here:

<https://www.gov.uk/apply-free-school-meals>

Information about the Pupil Premium Grant can be found here:

[Pupil premium: allocations and conditions of grant 2022 to 2023 - GOV.UK \(www.gov.uk\)](#)

Appendix 2

Parent or carer of (Pupil Name)
(Address Line 1) (Address Line 2)
(Address Line 3)
(Post Code)

Date: xx/xx/xx

Dear xxx

School Meals provided to (Pupil Name)

According to the school's financial records you have not paid dinner money for your child (pupil name) in Class: xx. As at xx/xx/xx your account is showing a debt of £xx.

In order that the school's budget is not used to clear your school meals debt, please make arrangements for the outstanding dinner money debt to be paid immediately.

Once you have cleared the current debt, I should be grateful if you could ensure that you keep your account in credit.

The current cost of a school meal is £x per day or £x per week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Head Teacher

Appendix 3

Parent or carer of (Pupil Name)
(Address Line 1) (Address Line 2)
(Address Line 3)
(Post Code)

Date: xx/xx/xx

Dear xxx

School Meals provided to (Pupil Name)

Following on from our letter dated....., according to the school's financial records you have not paid dinner money for your child (pupil name) in Class: xx. As at xx/xx/xx your account is now showing a debt of £xx.

In order that the school's budget is not used to clear your school meals debt please make arrangements for the outstanding dinner money debt to be paid immediately.

If your outstanding balance is not paid by Friday then the school will follow the enclosed School Meals Payment Policy and pursue your debt through the smalls claims court.

Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit.

The current cost of a school meal is £x per day or £x per week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Head Teacher