



HAWKESBURY CE VC PRIMARY SCHOOL

SCHOOL MEALS POLICY

Author/Person Responsible	<i>Clare Trayler</i>
Date of Ratification	<i>16th November 2017</i>
Review Group	<i>Admin team</i>
Ratification Group	<i>F&P Committee</i>
Review Frequency	<i>Annually</i>
Review Date	<i>May 2018</i>
Previous Review Amendments/Notes	
Related Policies	Charging & Remissions
Chair of F&P Committee's Signature	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	School Meals Policy	DATE:	16/11/17
EIA CARRIED OUT BY:	Clare Trayler	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None identified	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	None identified	
Gender reassignment	None identified	
Marriage and civil partnership	None identified	
Pregnancy and maternity	None identified	
Race	None identified	
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	None identified	
Gender identity	None identified	
Sexual orientation	None identified	

Any adverse impacts are explored in a Full Impact Assessment.

STATEMENT: This policy has been compiled in recognition of the difficulties placed on schools in balancing the social welfare of pupils with the responsibility of managing the School Budget. From 1st April 2016 Hawkesbury Primary School has been liable for its own school meal income and debts.

POLICY AIMS:

- To outline the school's procedures regarding school meals.
- To ensure the smooth, efficient and cost effective operation of school meals provision.
- To clarify the roles and responsibilities of school staff, parents and pupils.
- To present a workable, clear mechanism for the collection of school meal payments.

SCHOOL MEAL PAYMENT PROCEDURES:

- All pupils in Reception, Year 1 and Year 2 are entitled to free school meals under the Government's 'Universal Free School Meals' initiative. There is no charge for these year groups.
- There is a charge for school meals for pupils in Years 3-6 (currently £2.10 per day) unless a pupil is entitled to free school meals (FSM).
- Payment for meals is required in advance on a weekly, fortnightly, monthly or termly basis.
- Payment by cheque is preferred (payable to South Gloucestershire Council) with the child's name and class written on the reverse.
- Cash payments must be made in a sealed envelope with the name of the child, their class and the amount enclosed written clearly on the envelope.
- Collective payments may be submitted for families with more than one child taking school meals.
- No change is given; any extra money will be carried over to the following week and all overpayments will be carried forward to the next term unless a request to refund is made.
- Payments not used due to absence will be credited to the following week
- It is the pupil's responsibility to know and inform their teacher whether they are having a school meal or a packed lunch each morning when the dinner register is taken.
- School meal payments may be passed to the class teacher during morning registration or be put in the drop box outside the school office.
- If a cheque is returned unpaid by the bank parents will be charged the relevant banking fee.
- If a child forgets their packed lunch and has to have a school meal, parents must pay for the meal within five days of having the meal. (except for FSM pupils).
- If a child's entitlement to free school meals has expired, the parent/carer must provide a packed lunch or send payment for school meals.
- Parents who feel they are entitled to Free School Meals should contact South Gloucestershire Council on 01454 868008 with their National Insurance Number.

DEBT RECOVERY AND CONSEQUENCES OF NON-PAYMENT

- Payment for school meals should be made in advance and if a child has any meals during the week and payment has not been made a reminder will be sent home on a Friday. Any arrears should be paid by the following Monday morning or the first day of the school week.

- If payment for school meals is still outstanding for over 14 days the situation will be referred to the Headteacher who may discuss the situation with the parent/carer
- If payment is still outstanding after 14 days the schools Debt Recovery Policy will be followed.

Agreed at the Finance & Personnel committee meeting on 16th November 2017 Agenda Item 11.

Signed: _____ Chair of Finance & Personnel Committee

Review Date: May 2018