



Rangeworthy
Church of England Primary School
"LET YOUR LIGHT SHINE"



Rangeworthy Primary School

School Meal Provision Policy

Date policy last reviewed:	June 2020
----------------------------	-----------

Signed (Chair) of Finance & Resources	Name: Jeanette Mullen	Date:	22 nd November 2022
Signed (Head)	Name: S. Warnock	Date:	22 nd November 2022
Next Review: November 2024			

Rangeworthy C of E VC Primary School Lunchtime School Meals Provision Policy

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 Rangeworthy Primary School has been liable for its own school meals' income and debts. Money owed affects the school's overall budget and must be settled promptly.

Policy Aims

- To outline the school's procedures regarding school meals.
- To work with parents to provide for the lunchtime nutritional needs of pupils.
- 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 meals' payments.

School meals' payment procedures

- All pupils in Year R, Year 1 and Year 2 are entitled to free school meals under the Government's 'Universal Free School Meals' initiative. There is nothing to pay for these year groups.
- For Years 3-6 the cost of school meals is currently £2.30 per day or at no cost to those in receipt of a free school meal (FSM) entitlement.
- Parents are encouraged to pay for meals at the time of booking on the school comms app.
- In the case of absence, the meal can be cancelled by the class teacher or the school office and a credit is automatically added to the account.
- If the child's parent has not already pre-booked a school dinner, it is the pupil's responsibility to know and inform their teacher whether they are having a school meal or a packed lunch that morning when the dinner register is called.
- If a child goes home ill after 10.30 am, having ordered a hot dinner, this must still be paid for.
- If a child forgets their packed lunch and has to have a school meal, parents must pay for the meal via the school comms app as soon as possible.
- 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

- The parents are sent reminders if they are in arrears of £20.
- Where a pupil has ordered a school meal yet parents have failed to settle their balance and are in arrears of £20 or more, the school may allow a meal to be provided where it is felt that this is a temporary situation
- Payment for the arrears must be made by the end of that week.