

Rack House Primary School

DINNER MONEY POLICY February 2018

Rack House Primary School has a clear vision for the future:

Our Vision at Rack House School is

“A school of excellence which nurtures and inspires all, where success is our achievement.”

At Rack House Primary School, EVERY child matters

Taking children to places where they've never been
Showing them things that they've never seen
Asking them what they would like to keep and
Giving them the skills to have a real chance of succeeding

Together we can make our vision become a reality

Presented by	P A Stevenson
Ratified by Governors	
Review Date	6 th February 2018

Rack House Primary School

Dinner Money Policy – including Dinner Arrangements

Payment for School Meals

- The cost of a school meal is currently £2.20 per day = £11.00 per week = £418.00 for the full academic year (38 weeks).
- This is payable in advance.
- Parents 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 are encouraged to pay through ParentPay (all parents will be issued with a username and password) or may pay by cash or cheque payable to Rack House Primary School, in a labelled envelope (provided by the school) with the child's/children's name(s), class(es), amount.
- A receipt will be issued the day payment is received.
- 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 must pay for that meal on the same day or the following morning at the latest (except for children in receipt of Free School Meals or UIFSM)
- The office must be given two weeks notification of any changes in meal arrangements. Children are required to keep to either School Meals or Packed Lunches for half a term.
- We are investigating on-line payments. If and when this is available, parents will be notified

Free School Meals

Parents who are in receipt of certain benefits, may be entitled to Free School Meals.

These include

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (Not Working Tax Credit)
- Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element

Universal Infant Free School Meals

Children who are in Reception, Year 1 and Year 2 are entitled to a Universal Infant Free School Meal.

Application forms are available from the school office.

Children who have a packed lunch but who are entitled to Free School meals or UIFSM must notify the school office if changing from one to another.

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

Dinner Money Debt Policy

- As from December 2013 the school adopted a strict NO DEBT policy relating to school meals.
- Children will not be provided with a school lunch unless it is paid for in advance (except for those children entitled to Free School Meals).
- If a parent genuinely forgets to pay, the school may grant an exception and allow the parent to pay the following day. The debt must be paid the next day and future meals must be paid for in advance before any meal is provided.
- 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, parents must either provide a packed lunch or take the child home for lunch. In the case when a debt payment is not received, nor a packed lunch provided, the Headteacher, School Business Manager or a designated member of the school staff will telephone the parent or carer asking them to come to school with the money immediately, provide sandwiches before lunchtime or take the child home for lunch
- Social services may be informed that Parents are not carrying out their responsibility of care by not providing food for their child at lunchtime
- If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to begin legal proceedings and transfer the debt to the City Council's Solicitors for them to recover the debt.
- We hope that by implementing this Dinner Money 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

No child will be allowed to have a school dinner unless this policy has been signed. Please complete the form below and return it to the school office if you wish your child to have a school dinner. Please remember to let the office know if you wish to change to a different lunch arrangement.

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Rack House Primary School
Dinner Money Policy and Dinner Arrangements

Child's Name Class

I confirm that my child's lunch arrangements are:
School Meal / Free School Meal / Universal Infant Free School Meal / Packed Lunch / Go
Home For Lunch Please delete as necessary

Signed Date

Parent/Carer's Name