

# **Rack House Primary School**

## **DINNER MONEY POLICY**

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

**Our Vision at Rack House School is**

“Contributing to the child, the citizen the community”

**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**

**Approved by the Finance Committee 27 January 2016**  
**Next review date: January 2019 (or earlier if required)**

# **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 may pay by cash or cheque payable to Rack House Primary School, in a labelled envelope (provided by the school) with the child's/childrens 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)
- 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.

### **Free School Meals**

Parents who are in receipt of certain benefits, may be entitled to Free School Meals. Per the Dept of Education, the benefits are;

- 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 not also entitled to Working Tax Credit and annual gross income does not exceed £16,190)
- Working Tax Credit run-on – paid for 4 weeks after the qualification for Working Tax Credit ceases
- Universal Credit

Application forms are available from the school office.

Children who have a packed lunch but who are entitled to Free School Meals 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**

- The school has 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 for their child to have access to food 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 overleaf and return it to the school office if you wish your child to have a school dinner. Please remember to let the School Office know if you wish to change to a different lunch arrangement.**

**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 / Packed Lunch - Please delete as necessary

Signed .....

Date .....

Parent/Carer's Name

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