



**Leverstock Green CE (VC) Primary School**

Striving for excellence; caring for the individual.

## **SCHOOL MEALS POLICY**

**Leverstock Green CofE (VC) Primary School**

### **Policy Review**

This policy was agreed by the governing body on 14<sup>th</sup> May 2025.

It is due for review in May 2027.

Signature .....  .....

Head Teacher

Date ..... 14/5/25 .....

Signature .....  .....

Chair of Governors

Date ..... 14/5/25 .....



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### **Payment for School Meals**

- From Year 3 onwards, parents/carers must pay for their child's school meals unless they are in receipt of free school meals through the benefits system. Parents/carers must apply for free school meals and the school will be automatically notified of those children who are entitled to free meals.
- All meals are payable in advance, unless agreed in advance and confirmed in writing by the headteacher
- The payment method is via Arbor.
- If children are absent, their dinner money is credited and can be deducted from the following term's bill
- Refunds will only be given for credits when a child is leaving this school to attend another or if agreed with the office
- If a child forgets their packed lunch and is given a school meal, parents/carers 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)
- Regular changes to meal patterns may be made by notifying the office and ensuring sufficient credit on the Arbor account is available.

### **Debt Policy**

- The school recognises its responsibility not to allow parents/carers to build up debts for any reasons, and school meals are no exception
- No debts will be allowed under any circumstances
- 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/carer genuinely forgets to pay, the school may grant an exception and allow the parent/carer to pay the following day. This debt must be paid the next day and future meals must be paid for in advance before any meal is provided
- 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/carers must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received, nor a packed lunch provided, the Headteacher will telephone the parent/carer asking them to come to school with the payment immediately, provide sandwiches before lunch or take the child home for lunch. If contact cannot be made, the Headteacher will call the child's emergency contacts



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- We hope that by implementing this debt policy we are able to help parents/carers avoid debt and ensure that all money that is for children's learning is available for that purpose

### **Duty of Care**

- We recognise that while children are in our care, their welfare is our primary concern
- Pupils who have forgotten their lunch or whose parents/carers have not paid for school meals in advance will be provided with some food at lunchtime. However, parents/carers will be expected to reimburse the school at the earliest opportunity
- Social services may be informed of parents/carers who regularly fail to carry out their responsibility of care by not providing for their child's lunchtime meal