



Raysfield Primary

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Connect with my community.

Raysfield Primary School

SCHOOL MEALS PROCEDURE

Signed (Chair):	Name: Sharon Dewfall	Date:
Signed (Head):	Name: Claire Hill	Date:
Ratified: by Finance Committee – January 2020		Next Review: 3 years – January 2023

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	School Meals Procedure	Date	January 2020
EIA CARRIED OUT BY:	Claire Hill	EIA APPROVED BY:	Finance Committee

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)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		✓
Marriage and civil partnership		✓
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		✓
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		✓

Any adverse impacts are explored in a Full Impact assessment

Aims

- To outline the school's procedures regarding school meals
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents and pupils
- To present a workable fair mechanism for the collection of school dinner money

Our policy

School meals are available to all pupils. Currently (January 2020) the pupil school dinner price is £2.30 per meal. Pupils may have school lunches every day, or regularly on a chosen day or as a 'one off'. Payments must be paid in advance and online through Parent Pay.

KS1 Universal Free School Meals

Currently all pupils in Reception, Year 1 and Year 2 all receive free school meals. All infant children are offered a hot meal every day.

Do not forget if you meet any of the criteria below, you are entitled to free school meals in KS2. In addition to this, the school will receive a grant per pupil.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods, and your monthly average income over three assessment periods should be no more than £616.67)
- Income Support
- income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Paying for School Meals

Selection and payment (if required) for all school meals is to be made through Parent Pay. www.parentpay.com.

It is the responsibility of the parent / carer to select school meals for their child through the parent pay system. The cut off time to select a meal is 9.00am on the day you require a meal. This is to ensure the kitchen have the correct number of meals for that day. You are also able to select meals in advance on a weekly, Monthly, termly basis.

If you pay for your child's meal then payment must be made through parent pay to enable you to select a meal.

Should a pupil arrive at school without a meal booked or a packed lunch we will in the first instance telephone home to seek out a solution. We recognise that sometimes pupils forget things, like their packed lunch!

If we are unable to get hold of you the kitchen have kindly agreed to provide them with a sandwich. If you pay for school meals, you will be charged for this.

If a pupil's entitlement to free school meals has expired, the parent must provide documents to reapply to South Gloucestershire Council, but must pay for meals in the meantime or provide a packed lunch.

If Payment has not been made

Payments for meals are made direct to ABM and you will be unable to select a meal without credit being on your account. KS1 and those entitled to Free School Meals do not have to make payment. **ABM operate a zero arrears policy.**

If any arrears occur due to the office instructing the kitchen to provide a sandwich for your child (due to a meal not having been selected and no packed lunch provided) in the first instance, you will be sent a text asking you to make payment for this. This will be followed up with a telephone call and then a letter should payment still not be forthcoming.

If a parent fails to provide a packed lunch or sufficient money is not paid to cover the cost of school meals, there may be a referral to social care.

The school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for free school meals has not been received.

The school will work with the parent to find a solution that is amicable to the school and the parent. If the school enters into an agreement with the parent, it is deemed to be binding and adherence to the agreement will be vital to prevent further action.

January 2020