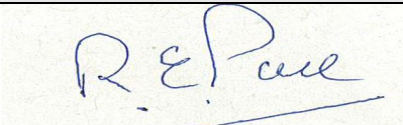





School Meals Policy

Date approved by Finance / Curriculum Committee/FGB	December 2021
Next Review	December 2024
Signed Chair of Governors	
Signed Head Teacher	



Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	School Meals Policy	DATE:	7.10.19
EIA CARRIED OUT BY:		EIA APPROVED BY:	

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)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		x
Gender reassignment		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Race		x
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender identity		x
Sexual orientation		x

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. ABM, our catering provider, determines the cost per day. Currently (Sept 2021) the 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'.

KS1 Universal Free School Meals

All pupils in reception, year 1 and year 2 in state-funded schools are entitled to universal free school meals. 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 (Pupil Premium) per pupil.

A child may be eligible for free school meals (FSM) if their parents receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided the parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax credit
- Universal Credit – for those applying on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they get). See section below for protections in place for those affected by the introduction of this income threshold

Eligible nursery pupils can receive FSM

A child may also be eligible for FSM if:

- Their parent gets any of the benefits above
- They are under compulsory school age, and
- They are in full-time education so attend sessions before and after lunch



If you believe your child maybe eligible please complete the FSM Application form under Pupil Premium on the schools website. If you do not have access to a computer and would like more information, please contact the Children and Young People Information Service on 01454 868008.

As a maintained schools, parents apply for FSM through the LA, which will then use the FSM eligibility checking service, administered by the DfE.

Selecting and paying for School Meals

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

www.parentpay.com

It is the responsibility of the parent 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 they require a meal. This is to ensure that 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.

If you have forgotten to book a meal you can contact the office after 9am and before 10am and request a meal. If you have forgotten to select a meal for your child and have not contacted the school, we will provide the child with a sandwich and if you pay for school meals, you will be charged for this.

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.

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.

