

St Thomas of Canterbury Catholic Primary School

'To Love and To Serve'



Schools Meals Policy

St Thomas of Canterbury

School Meals Policy

The Governing Body is committed to a transparent, consistent and fair approach to the efficient operation of the school dinner system.

Aims of this document

- To outline the school policy regarding school dinners;
- To present a workable, fair mechanism for the collection of dinner money;
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our children
- 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 children;
- To present the operational procedure for obtaining school lunches.

School Dinner Policy

School meals are available to children at a cost of £2.00 per day or at no cost to those in receipt of free school lunch entitlement.

The payment for school lunches is required in advance on a weekly, half-termly or termly basis.

Identifying the Needs of your Child and Paying for School Lunches

To enable the school dinner service to be efficiently planned the School requires advance notice of your child's requirements.

School Meals Payment Policy

School meals are to be ordered at the beginning of each half term. They should be paid for in advance, via Parent Pay either for the week, half-term or term. In the event of insufficient funds being available the parent/carer should contact the school immediately and arrange to bring a packed lunch to school before 11.30am. If a child arrives at school without lunch they will be provided with a basic meal from Breakfast Club provisions.

If the parent is unable to be contacted or refuses to provide a packed lunch then a child protection referral may be made on the grounds of neglect.

Reminder Letters

If the school has not been contacted by the parent/carer the office will send a text message. If the parent does not respond the office will attempt to telephone. If still unable to make contact after three days, a reminder letter will be sent. Should it be necessary for a reminder letter to be sent on three occasions in any half term then parent/carer will be asked to provide a packed lunch for the remainder of the term.

When parents/carers have been requested to provide their child with a packed lunch due to arrears, all outstanding arrears must be paid as soon as possible. In cases of genuine financial hardship, the school can make arrangements for a staged payment plan however, the parent/carer must remain in close communication with the school.

Free School Meals

It is the parent/carers responsibility to complete the necessary documentation required for free school meals. This prevents parents/carers falling into unnecessary arrears.