



COLESHILL *C of E*
PRIMARY SCHOOL
AND **NURSERY**

SCHOOL MEALS PAYMENT POLICY

Policy developed by: Becky Holt / Matthew Edwards
Committee: Full Governing Board
Date of adoption: 15th March 2019
Chair of committee signature:

Frequency of reviews: Annual

Reviews:

Date of Review	Signature of Chair of Governors
29/09/2020 – school meal price updated.	
10/06/2022 – school meal and catering provider updated.	

The School Vision:

Our school's purpose is built upon the fundamental principle that **every child matters to God** and has the right to be treated with dignity, learn about their innate worth and understand their unique value and place in God's world. We provide positive opportunities for all children to experience a community living out Christian values and making choices which lead to **hope, aspiration and fulfilment**.

We believe our school should be **a place where we all want to be**; a place where children feel safe and secure, where God's love is reflected in our care for every individual. We nurture our community, ensuring **children flourish** physically, mentally, emotionally and spiritually thereby achieving their potential. As a church school we find inspiration in the life and teachings of Jesus Christ, celebrating the diversity around and amongst us and applying our understanding of tolerance and respect.

Our curriculum is about **bringing engagement, fun and enthusiasm to learning**. We aspire to provide outstanding educational experiences which will inspire children to develop into lifelong independent learners. **Our high expectations develop character** and pride in our identity as Coleshill Church of England Primary School preparing every child for their future.

The School Vision seen through this policy:

At Coleshill C of E Primary School, we are committed to nurturing our children and supporting our families. It is not in the interest of our families that debt for services provided is allowed to accrue. This policy enables children's welfare to be ensured whilst protecting families and the school from unpaid debt.

Policy:

Our school employs Sodexo to provide a catering service offering parents a choice of hot and cold meal options for their child at lunch time.

We have a varied menu and any dietary requirements can be catered for. Copies of the menu are available at the school office.

School meals are ordered in the class room in the morning. Children arriving late should order at the office. No school meal can be ordered after 10.00am.

Children can bring a lunch from home if they wish. This should contain a variety of healthy options, such as sandwiches, fruit/vegetables, yoghurt and a drink. A healthy lunch avoids sweets, crisps and chocolates. Fizzy drinks are not permitted.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. All meals taken in Nursery and Years 3, 4, 5 and 6 need to be paid for via ParentPay. Meals cost £2.40 (as at 2021/2022).

Payment must be made in advance and not in arrears. Parents should pre-load their ParentPay account in advance for the week ahead. Additional payments can also be made (e.g. for a number of weeks in advance).

ParentPay offers flexibility for parents to make payments at any time, day or night. Office staff can help a parent set up a ParentPay account, or to login to a parent's account on a school computer if they do not have a mobile device or home computer.

Consequences of non-payment:

ParentPay balances are monitored daily. School will not provide a school meal to children who have arrears of more than £11.00 (around one week's worth of school meals). Parents will have to provide a lunch from home.

When a child in arrears does not bring in a lunch from home and a request is made for a school meal, the office will contact the parent to inform them that we are unable to provide a school meal through Sodexo. Parents will be asked to clear funds or bring in a lunch from home.

If no funds are cleared or a lunch from home is not provided by the parent, the school will provide a basic emergency meal of a plain jacket potato, a piece of fruit and a glass of milk.

If any child is regularly given the basic welfare meal due to parents repeatedly failing to provide a lunch from home, this will be referred as a safeguarding concern in line with our safeguarding procedures.

In order to receive a school meal, payment would need to be made before 9.30am due to the deadline for ordering with the kitchen.

No further school meals will be provided until the account is within the -£11.00 threshold.

Examples of paying for school meals on ParentPay:

- ✔ Peter attends nursery every day and always has a school meal. Mum puts £12.00 onto his ParentPay account on a Sunday evening. £2.40 is debited from the account every day each time the office order a meal. If Peter is off ill, no meal would be ordered and the amount remains credited to the ParentPay account.
- ✔ Paul is in Year 6. He usually has a lunch box but likes to eat a fish dinner on Friday. Dad puts £2.40 onto his ParentPay account on Thursday evening. £2.40 is debited from the account when the office order the meal.
- ✔ Jane is in Year 3. On Monday morning Mum realises there is no bread to make a sandwich. She puts £2.40 onto her ParentPay account and tells Jane to order a school meal. £2.40 is debited from the account when the office order the meal.
- ✔ Judy is in year 4. Sometimes she chooses a school meal, sometimes she brings in a lunch from home. Mum pays £40.00 towards school meals on her ParentPay account at the beginning of a half term to cover the cost of the meals whenever they are taken.
If Judy no longer wants school meals, the office can credit any remaining money back to Mum's ParentPay account to use to pay for something else, or Mum can arrange for the amount to go back on to her payment card.
- ✔ Jack's Dad prefers to pay for school meals monthly after his payday. On pay day he puts money onto Jack's ParentPay account for the *following* month, ensuring the account is paid in advance and not in arrears.
- ✘ Jo always has a hot dinner. No payment has been received for a week's worth of school meals. On the following Monday, if payment is still outstanding and no payment is made by 9.30am, there will be no school meal provided. A basic welfare meal will be offered. No further school meals will be provided until the account is within the threshold.
- ✘ Kenny's Dad owes money for school meals from before the new policy was introduced. Kenny comes into school with £2.25 to order a meal for that day. No school meal can be provided until the account is within the threshold. Payments should be made online by ParentPay.

Pupil Premium and Free School Meals:

Parents are strongly encouraged to apply for the Pupil Premium. This is extra funding paid to the school for children of parents in receipt of certain benefits. Pupil Premium not only provides additional funding for the school, but in Years 3, 4, 5, and 6, children who claim Pupil Premium are also entitled to a free school meal, which is a significant financial benefit worth £12.00 per week to a child in KS2 and beyond into senior school.

Parents can check eligibility and apply easily online at www.warwickshire.gov.uk/freeschoolmeals.

Claims cannot be backdated, so claims should be made sooner rather than later, even if the child is in Reception/KS1 and already receiving free school meals.

Please note, the Early Years Pupil Premium for nursery children does not entitle a child to a free school meal. All nursery meals must be paid for.

Where parents are in financial difficulties:

We are always happy to discuss options to help families who may be experiencing financial difficulties. Please make an appointment with the Headteacher to discuss the options including referral to a local food bank or charity.

Recovering money owed:

We reserve the right to pursue the recovery of any money owed to the school for services provided in accordance with our debt policy.