

ST MONICA'S CATHOLIC PRIMARY SCHOOL

SCHOOL MEALS DEBT POLICY

How school meals are arranged at St Monica's

A nutritious lunch during the school day can be central to children's health and welfare, including their capacity to benefit fully from the curriculum. At St Monica's, parents are offered the choice of providing a packed lunch for their children or of paying for a cooked lunch prepared daily in the school kitchen. The lunch break is carefully supervised and staff ensure that all children have the opportunity to sit and eat their lunch.

When children start school they are allowed two weeks to try either the packed lunch or school dinner option before they confirm in writing what their child will receive. After this point, parents may swap between school dinners or packed lunch via the school office, but must give two weeks' notice. There are regular reminders in the weekly school newsletter about this.

Payment for cooked lunches

From September 2014, all infant children (ie those in Reception, Year 1 and Year 2) will be provided with a school meal free of charge (paid for by the Government).

Parents in Years 3-6 who choose cooked lunches for their children are asked to pay for them in advance (unless their children meet the Local Authority criteria for entitlement to free school meals). Payment can be made on a weekly, monthly or half-termly basis. Secure payment needs to be made online using ParentPay. Each parent is allocated their own individual log-in.

What happens when payment is not made on time

If payment is not received at ParentPay on time, parents will be sent a text or e-mail asking that payment be made before the end of the week in question. In these circumstances, children will continue to be provided with a cooked lunch during that week.

If payment has still not been made by the end of the week, a letter will be sent out in addition to a further text or e-mail. Parents will be informed that, unless all outstanding payments are made before the end of the following week, their children will no longer be provided with a cooked lunch. During that second week, a cooked lunch will be made available to the children, but the letter will make clear that, from the start of the third week, it will be assumed that they will be bringing a packed lunch with them unless the overdue payment (**and** payment for the following week) has been made by the specified dead-line.

Parents who have difficulties in paying in advance for school lunches

The Governing Body recognizes that some parents' circumstances may change with little warning and make advance payment for school lunches more difficult. We shall always look sympathetically at individual cases and consider whether special temporary arrangements can be agreed. Parents are urged to speak in confidence to their children's class teacher or a member of the senior management team as soon as any difficulties seem likely to arise.