



St Mary Magdalene C of E School with
Christ Church C of E Primary School

DINNER MONEY POLICY

This policy was:	Written in	June 2017
	Updated in	March 2024
	Review date	March 2025

Payment for School Meals

- The cost of a school meal is currently £2.75 per day = £13.75 per week
- This is payable in advance
- Parents/Carers are expected to pay on Monday morning each week or may pay for longer periods up to a term in advance if more convenient
- Parents may pay via School Gateway (we are working towards making school offices cashless)
- If children are absent, their dinner money is credited for the following week
- Refunds may only be given at the end of a term if a child is leaving this school to attend another school
- If a child forgets their packed lunch and is given a school meal, parents/carers must pay for that meal on the same day or the following morning at the latest via school gateway (except for children in receipt of Free School Meals)
- The office must be given two weeks notification of any changes in meal arrangements. Children are required to keep to either School Meals or Packed Lunches for at least half a term
- KS1 pupils are currently entitled to Universal Free School Meals and KS2 pupils are entitled to the Mayor's Free School Meals until the end of July 2025.
- Meals for secondary students can be paid via Arbor app or website.

Free School Meals

Parents/Carers who are in receipt of certain benefits, may be entitled to Free School Meals. These include:

- Income Support.
- Income Based Jobseekers Allowance (IBJSA).
- An income-related Employment and Support Allowance .
- Support under part VI of the Immigration and Asylum Act 1999 .
- Child Tax Credit – provided you aren't entitled to Working Tax Credit and have an income that doesn't exceed the current year's level - £16,190.00.
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – your household income must be less than £7,400 per year (after tax and not including any benefits you get).
- The guaranteed element of State Pension Credit.

Application forms are available from www.gov.uk/apply-free-school-meals. Children who have a packed lunch but who are entitled to Free School meals must notify the school office if changing from one meal arrangement to the other.

Please be aware that all applications for Free School Meals are treated with the strictest confidence.

Debt Policy

- The Federation has adopted a strict NO DEBT policy relating to school meals.
- Children will not be provided with a school lunch unless it is paid for in advance (except for those children entitled to Free School Meals) .
- If a parent/carer genuinely forgets to pay, the Federation may grant and exception and allow the parent/carer to pay the following day. This debt must be paid the next day and future meals must be paid for in advance before any meal is provided.
- We request that all parents give this policy their full support. If debts are incurred, the Federation needs to pay for the meals eaten. This means that money which should be spent on the children's education will to be used for debts incurred by parents. No parent would take their child to a restaurant and expect them to be given food without paying – the same applies to this Federation.
- If a debt is not cleared, parents/carers must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received and packed lunch not provided, the parent/carer will be telephoned asking them to come to school with the money immediately, provide a packed lunch before lunch-time or take the child home for lunch.
- Social services may be informed that Parents/Carers are not carrying out their responsibility of care by providing food for their child at lunchtime.
- If a reasonable arrangement to clear a debt cannot be made, the Federation reserves the right to begin legal proceedings to secure payment.
- We hope that by implementing this debt policy we are able to help parents manage school dinner money better and ensure all money that is for children's learning is available for that purpose.

Children will be permitted to have a school dinner once this policy has been signed. Please complete the form below and return it to the office if you wish your child to have a school dinner. Please remember to let the office know if you wish to change to a different lunch arrangement.

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Koinonia Federation

Dinner Money Policy and Dinner Arrangements

Child's Name Class.....

I confirm that my child's lunch arrangements are:

*School Meal / Free School Meal / Packed Lunch

*Please delete as necessary

Signed Date

Parent/Carer's Name