****Newport CE Junior School

School Dinner Policy

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| Date Policy Written and Agreed by Governors: | Date of last review: | Date of next review: |
| January 2017 | October 2019 | October 2021 |

**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.

**Policy**

School meals are available to pupils at a cost of £2.20 per day or at no cost to those in receipt of a free meal entitlement.

Children must advise the class teacher by 9am if they wish to have a cooked meal that day. Grab and Go must be ordered on a form by the Thursday of the week before.

**Paying for school meals.**

The payment for meals can be made by cash or cheque into school or online.

*By Cheque or cash:*

* Payments must be in a sealed envelope with the name of your child, class and the amount enclosed.
* In the case of absence, please send payment on the first day back at school.
* Cheques to be made payable to *Telford and Wrekin.*

*Online Payment:*

Please click on the link below for instructions how to access online payment –

<https://www.telford.gov.uk/info/20028/school_meals/8/pay_for_school_meals>

Return of money due to absence will be credited off the following week’s payment.

If a child’s entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or send payment for school meals in a sealed envelope.

**Arrears**

Once a pupil is £6.60 in arrears (3 meals) then they will receive an emergency meal until this is cleared. An emergency meal consists of a small sandwich and a piece of fruit; £1 is charged for this and would be added onto your arrears.

Telford and Wrekin Catering have assured us of improved service in their email reminder service; if this proves inaccurate we would encourage you to contact them. As a school we will always text and email you once you are £6.30 in arrears to advise you that this is the case; again if you disagree that this is accurate please contact us immediately.

If you ever have genuine difficulty in covering the costs of school meals then please speak to Mrs Moody, Mr Rotherham or Mrs Green and we can support you in applying for Free School Meals. An application can be made at: <https://www.telford.gov.uk/info/20028/school_meals/9/free_school_meals>