



Newport CE Junior School

School Dinner Policy

Date Policy Written and Agreed by Governors:	Date of last review:	Date of next review:
January 2017	November 2023	November 2025

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
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- To present a workable, fair mechanism for the collection of school dinner money.

Policy

School meals are available to pupils at a cost of £2.50 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 should be made online on ParentPay.

If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or make payment.

Arrears

Once a pupil is 3 meals in arrears 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