

# Lainesmead Primary School and Nursery



## School Meal Provision Policy

Approved by *Governors*                      29 November 2018

Next review                                      November 2019

### Signatures

Subject Co-ordinator                      Sarah Ellison

Headteacher                                      Eirian Painter

Chair of *Governors*                      Leigh Timbrell

# **Lainesmead Primary School and Nursery**

## **SCHOOL MEAL PROVISION POLICY**

### **Aims**

To outline the school's procedures regarding the provision of school meals. To clearly outline parents/carers responsibilities regarding the provision of a midday meal for their child/ren.

### **Policy**

School meals are available to pupils at a cost of £2.30 per day or are free of charge to children who qualify for Free School Meals. All pupils in KS1 are entitled to a meal under the Universal Free School Meals strategy.

It is parent's responsibility to apply for Free School Meals through the local education authority. Meals taken before a Free School Meal entitlement/start date is established will be charged for.

### **Ordering of school meals**

Menus are published on Parent Pay prior to the end of each term. No orders for meals will be accepted after the deadline of the Tuesday the week prior to meal being required.

### **Paying for school meals**

The payment for meals is required upon ordering through the Parent Pay system. Should a child not have a meal ordered for them and they arrive at school without a packed lunch, the school office staff will telephone home to request that a packed lunch is brought into school in time for lunch.

If the parent cannot provide a packed lunch then the school will provide a meal for the child at the cost of £2.30. The debit for the meal will be applied to their Parent Pay account by the school office team. This however will only happen if the parent has provided a sound reason as to why they cannot provide a packed lunch for their child/ren.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for Free School Meals has not been received. If a child's entitlement to Free School Meals has expired, the parent/carer must provide a packed lunch or order and pay for school meals as detailed above.

If a parent/carer repeatedly fails to make the provision of a lunchtime meal for their child/ren, the child's welfare will be deemed to be effected and the school may make a referral to Social Services.

The school will therefore act promptly to address such issues at an early stage.