

School Meal Policy

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| Name of Responsible Manager / Headteacher: | Mr J DF Martin |
| Policy Owner: | Mrs L Riordan |
| Date of Policy Approval by Governing Body: | March 2018 |
| Date of last Policy Review: | March 2018 |
| Date of next Policy Review: | March 2020 |

Unfortunately due to an increase in the number of school meals that are regularly not being paid, as from 16th April 2018 Castle Hill Primary School will adopt a NO DEBT policy relating to the school meals.

If debts are incurred, the school budget has to pay for them. This means that the money which would be spent on the children's education is used to pay for any unpaid meals. I am sure everyone will agree that this is unacceptable and we hope that all parents give this policy their full support. As we all know nobody eats out and expects to be given food without paying; the same applies at school.

If you believe that you may qualify for entitlement to free school meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

School lunches must be paid for in advance using any of the methods of payment outlined below:

- Online at <https://www.scopay.com/chjs>
- Send cash in a marked envelope*

**Payments are preferred to be made online in order to maintain being a cashless school, if you do not have a link code in order to access our online payment system, please speak with the office.*

If a parent genuinely forgets to pay in advance, the school may grant a debt **allowance of one meal**. However this debt must be paid the next day and future meals must be paid in advance before any meal is provided.

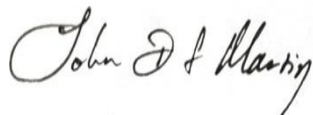
If the debt is not cleared parents/carers must provide a packed lunch. In a case where a debt payment is not cleared nor a packed lunch provided, the office will call the parent/carer and ask them to come into school with the money or provide sandwiches before lunch time.

If payment of the debt is not received by the next day, the Headmaster reserves the right to inform the Chair of Governors Finance Committee who may decide to begin legal proceedings against parents to recover the debt. Social Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all the money that is for children's learning is available.

If you have any concerns please do not hesitate to contact us.

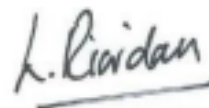
Yours Sincerely,



John Martin
Headteacher



Graeme Train
Chair of Governors



Louise Riordan
Business Manager