



SCHOOL DINNER POLICY 2019 - 2020

1. Introduction

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school dinners. It provides clarity and consistency in managing the debt and will help parents clearly understand what is expected of them.

2. Aims

- To outline the school's procedures regarding school meals;
- 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.

3. Cost of School Meals

School meals are available to pupils at a cost of £2.20 per day or £11.00 per week. There are two exceptions to paying for school meals. All children in Reception to Year 2 are entitled to free school meals. There is no cost to parents/carers who are in receipt of a free school meal entitlement. If you believe you are entitled to free school meals, you can apply if you qualify for one of the benefits outlined by Lancashire County Council. To apply please either visit the following website (<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>) or call the numbers below:

If you live in Preston, South Ribble, Chorley and West Lancashire please call **01772 531191**

If you live in Lancaster, Morecambe, Wyre and Fylde please call **01524 581213**

If you live in Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale please call **01254 220 747**

4. Paying for School Meals

The payment for school meals is required in advance on a weekly (every Monday), monthly or half-termly basis. Methods of payment are online or cash.

Online Payment – Eduspot School Money

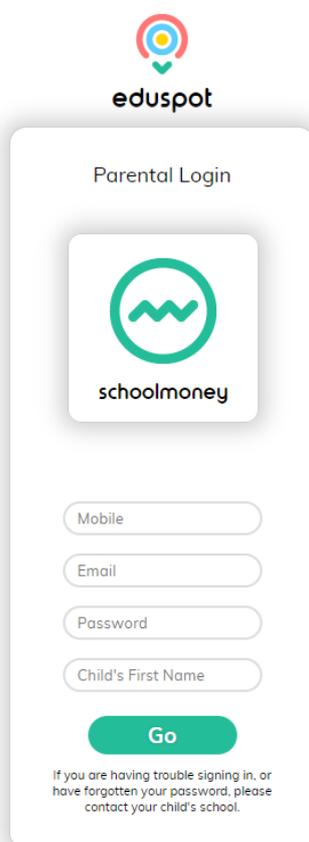


This is our preferred method. Paying for school meals online is quick, safe and convenient for parents/carers. We use eduspot for all online payments. To access

this facility please visit the following website

(<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>)

Below is what the login screen will look like.



Username/Password

To login, the following information will be needed:

- Your mobile number
- Your email address
- The password we have given you via text message/email
- Your child's first name

A member of the admin team will inform you via text message/email your password. Once you have logged on for the first time you will be able change the password if you



wish. If you have not received a password, please contact school as soon as possible and we shall issue you one.

Once you have logged on, you will be able to make payments for you child. The process is self-explanatory and there is detailed guidance on how to make payments on our school website via the 'Parents' tab. If you still need assistant, please do not hesitate to contact the admin team at school.

Below is a screenshot of what the screen will look like once logged on.

Transaction	Amount	Date	Status
School Trip	-£65.00		
Other	-£0.03		
Residential	-£840.00		
Unpaid Dinner Money	£2.20		X
Harry Potter Studios	£30.00	Wed 28 Feb 2018	X
Birmingham Trip	£0.00	Fri 29 Sep 2017	+
Unpaid Dinner Money	£37.20		+
Harry Potter Studios	£30.00	Wed 28 Feb 2018	+
PGL	£130.00	Fri 12 Jan 2018	X
PGL	£130.00	Fri 15 Dec 2017	+
Chocolate Factory	£15.00	Fri 01 Dec 2017	+
Pantomime	£5.00	Thu 30 Nov 2017	+
Chocolate Factory	£15.00	Fri 24 Nov 2017	+
PGL	£130.00	Fri 17 Nov 2017	+
PGL	£30.00	Fri 20 Oct 2017	+

Summary: Dinner Credit: £0.00, Club Credit: £0.00, Total To Pay: £162.20

Eduspot School Money will highlight debts immediately so keeping track will be easy.

Cash Payment

We understand that paying online may not be possible; therefore, we will still accept cash. However, all cash sent in must be in a sealed envelope with your child's name and the amount enclosed. School and Transport staff will not accept loose cash. Unfortunately, we no longer accept cheques. Sorry for any inconvenience caused.

5. Management of School Dinner Debts

To ensure that the school's budget is not adversely affected by the cost of school dinner debt, the fairest system to all parents/carers is to pursue a 'Zero Tolerance' approach. Although, this may seem overly strict to some parents/carers, it is important that the school budget be spent on pupils' education and learning. When a child has failed to produce dinner money, Elm Tree may allow a meal to be provided



where it is felt that this is a temporary situation, e.g. lost or forgotten dinner money, temporary hardship etc. However, details will be recorded and monitored on Eduspot and CPOMS.

If your child has taken a school dinner that has not been paid for, you will be reminded detailing how much you owe via text message, email or telephone within 7 days. In rare cases in which payment is not made, Elm Tree reserves the right to cease to provide the service of school dinners where debts exceed £15.40. In this instance, parents/carers should provide a packed lunch. Social services may be informed that parents are not carrying out their legal responsibility of care by not providing food for their child at lunchtime.

Below outlines our management of school dinner debts:

- If the debt exceeds £6.60, a text message will be sent to the parent/carer to remind them to make payment.
- If the debt exceeds £11.00, a phone call home will be made to request that the parent/carer make payment.
- When the debt exceeds £15.40, a formal letter will be sent to the parent/carer informing them to provide their child/children with a packed lunch to prevent further arrears.
- If the debt exceeds £33.00 for a parent/carer and/or action proves unsuccessful in securing dinner money arrears, then Elm Tree will inform the local Safeguarding Team and formally write to the parent/carer, explaining that Elm Tree is not obliged to provide a school dinner where advance payment is not forthcoming or where authorisation for free school dinners has not been received.

The overall purpose of the School Dinner Policy is to minimise the opportunity for debt balances to build up and prevent the school budget being affected by the cost of school dinner debt. This policy gives clarification and guidance to parents/carers. If you need further guidance or have any questions, please do not hesitate to contact the school.