

“Guided by Jesus Christ, our teacher, we journey together,

learning to dream, believe and achieve”

**DINNER MONEY POLICY**

**2022**

School Dinners at St Clare’s RC Primary School are provided by Trafford Meals Service and they are responsible for the collection and reconciliation of all school dinner money. They are also responsible to recover all arrears and non-payments.

Parents are responsible for providing a lunch for their child (ren), this may be in the

form of a paid meal, application of a free meal entitlement or a packed lunch from

home.

Parents must pay for school meals **IN ADVANCE** unless their child (ren) have a free

school meal entitlement. Parents can contact the School office if their child is entitled to Free School Meals but is not yet receiving these. The school will support parents in checking their FSM entitlement.

**Meal Arrangements**

* Pupils should opt at the beginning of each year (September) as to whether

they wish to have a school meal or a packed lunch from home

* Should a pupil wish to change this arrangement, parents should advise the school office.
* Changes should be notified at the beginning of a half-term wherever possible.

However, a minimum of one week’s notice is required for any change, this is

specified as kitchen orders are processed 7 days in advance and accurate

numbers are required for ordering.

* Should a pupil, who has packed lunches, forget their meal or require a lunch

due to exceptional circumstances, then a school meal will be provided. Payment for meals of this nature will need to be made via the Evolve Payment system and information will be provided by the school office.

* Trafford Meals Service will send reminders to parents who have not paid for school meals. Parents may also be contacted by telephone and/or text message.

**Meal Charges**

* The current price of school meals is £2.35 per day. The revision of charges for school meals will take place each September. Wherever possible parents will be notified of any increase during the term prior to the new charge.
* The school will adopt the pricing recommended by Trafford Meal Service, but will try to keep costs down to a minimum.

**Meal Payments**

* All parents are expected to pay for school meals unless the pupil is in receipt of a free school meal.
* Parent/s must pay in advance for school meals using the Evolve booking and payment system.

**Meal Ordering**

* All meals need to be ordered for the upcoming week via the Evolve website. They have to be ordered prior to the weekly cut-off of 6pm on Sunday evening.
* Meals can be ordered in advance providing payment is made at the time of ordering.
* If you fail to order your child’s meal before 6pm on Sunday evening, your child will be given a default meal of jacket potatoes and beans or cheese.
* Any untaken meals that are not cancelled in advance via a message on the app or cancelled directly on the Evolve system, will be charged in full.