



“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”

BLUE COAT CE VA PRIMARY SCHOOL

SCHOOL MEALS Policy

Committee responsible for this policy	Resources committee
Policy initially approved by FGB	2014
Policy reviewed/amended	9 th March 2017, 24 th March 2020
Policy review term	Triennial
Policy due for review	2023



Statement of Intent / Scope of the Policy

Blue Coat School recognises the importance of good nutrition to the health and well-being of pupils and fully supports the provision of healthy and nutritious food on school premises. The school also has a duty to safeguard school funds and to achieve value for money on all its services. The school trusts that parents will want its limited funds spent on pupils' education rather than subsidising non-payment for school meals taken.

If parents believe that their child(ren) may be entitled to Free School Meals they should contact the school office for more details. This allowance is a statutory right and it is important that it is taken if the qualifying criteria are satisfied. Blue Coat School will help parents with their application and parents can be assured that all applications will be processed in as confidential a manner as possible.

From September 2014 all pupils in infant classes will be entitled to a Free School Meal irrespective of parental circumstances.

For all other pupils the Governors of Blue Coat CE VA Primary School have decided to adopt a strict limited Debt policy in relation to the provision of school meals.

Payment for school meals

All school meals must be paid for in advance and if payment has not been received, school lunch will only be provided following the protocol set out in Appendix 1 of this Policy. The exception to this will be for those pupils entitled to Free School Meals through entitlement to State Benefits or for those children in infant classes (from September 2014).

Parents/Carers must pay in advance for the school lunch using any of the methods of payment outlined below:

- Online using Parent Pay **(THIS IS OUR PREFERRED METHOD)**
- Sending cash or cheque in a clearly labelled envelope

If parents are not willing to abide by this policy then they must provide their child with a packed lunch.

Cross Referenced: Cc: Safeguarding Policy, Equal Opportunities Policy, Health and Safety Policy, Finance Policy



Appendix 1

Step 1. Parent fails to pay for a pupil's school meal for a period of 1 week.

A reminder letter via Parent mail or on school headed notepaper will be sent to the parents at the end of the first week for which payment has not been received. The letter should state that provision of school meals may be withdrawn if no payment is forthcoming.

Step 2. Parent fails to pay for pupil's school meal and this continues for a 2 week period

School will continue to ask parent for payment.

After 2 weeks, the school will send a letter via Parent mail or on school headed paper to the parent requesting that payment be made immediately.

The letter will also state that if payment is not made then meals will not be provided to the parent's child/children from the start of the following week and that the parent must make alternative lunchtime arrangements e.g. provision of a packed lunch.

Step 3. Parent continues not to pay for pupil's school meal after the second letter has been sent

If, after **escalation through step 1 and step 2**, the school is not able to recover the debt that mounted up prior to meals being stopped, the school will refer the matter to the Governing Body for consideration of legal proceedings for recovery of the said debt.