



Policy on School Meals

Information to Parents
September 2016

Aims

- To outline the school's procedures regarding school meals
- To work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils
- 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.

Key Information

1. The Headteacher and Governing Body believe that it is important that your child/ren have a healthy, nutritious school meal at lunchtime to provide him/her/them with the energy required to concentrate in class and cope with the demands of the day.
2. All school lunches must be paid for in advance unless an agreed arrangement is made with the Administrator.
3. Parents who don't want their child/ren to have a school lunch should provide a healthy packed lunch.
4. If a parent wishes their child/ren to change from school meals to packed lunches or vice versa they need to give the school one week's notice.

School meals are payable **in advance** each Monday, or the first day back after a holiday or other absence.

The current payment is £2.20 each day which is £11.00 per week.

The payment should be made using the online payment system (SIMS Agora) or in cash at the school office.

The SIMS Agora system can provide you with a detailed statement of your child(ren)'s account at any time, this can also be provided by the school office. This statement will show you what meals have been taken and how much and when you have made payments.



Free School Meals

To get free school meals from the Benefits Service your children must

- **Live** in Manchester, even if they go to school in another area, and
- be aged up to 16, or over 16 and attending full-time at a school with a sixth form: or
- attend nursery

You must be responsible for that child and, for example, be receiving Child Benefit for them. You must also get:

- Income Support; or
- Income-based Jobseeker's Allowance; or
- Income-related Employment Support Allowance; or
- The guaranteed part of Pension Credit; or
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190). This income limit will be used until April 2014, but may go up in future years.
- Support under Part VI of the Immigration and Asylum Act 1999
- A Working Tax Credit 'run-on' payment for four weeks after stopping work or reducing working hours to under 16 hours a week.
- Universal Credit

If you believe that your child(ren) 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.

If you wish to change your child's meal arrangements, please notify the school office as school meals are ordered from the kitchen a week in advance. Please give a minimum of one week's notice of any change. **To change on a daily basis is not acceptable.**

If your child has an allergy to certain foods we need to be aware of this in advance so that we can notify the school kitchen and mid day staff.

If you have any concerns about your child regarding the lunchtime, the concerns will be passed on to the Senior Lunchtime Organisers if you notify the School Office.