



St. Cuthbert's
Roman Catholic High School

WHOLE SCHOOL POLICY & PROCEDURES

SCHOOL DINNER MONEY POLICY MARCH 2023



Mission Statement

'The Lord God requires of us that we should help others whenever we can, always make the right choices and be the best that we can be in everything that we do'.

Policy: Charges and Remissions

Type: School Policy

Website: No

Author: J Law

Approved: March 2023

Next Review: November 2024

Frequency: Annual

Delegated: Finance and Personnel
Committee

Notes:

BACKGROUND

St. Cuthbert's R.C. High School is very pleased to be providing an in-house Catering Service and is responsible for offering healthy balanced dinnertime meal options for the children even during these difficult times with a Pandemic and Post-Brexit Supply issues. The school is now responsible for collecting and reconciling school dinner money.

We also became a fully cashless school from 1 September 2020 and use the cashless system 'Parent Pay' for parents to pay for their child's/children's school meals (among other things eg trips).

In light of the recent pandemic we have swapped from a biometric thumbprint system to a barcoded system for the payment of school meals. Each child has a barcode at the back of their School Planner and use this to pay for their meal at the till. This is one of the many ways in which St. Cuthbert's R.C. High School has made changes to keep the children safe at school during these difficult times.

COST OF A SCHOOL MEAL

School meal deals are available to children at a cost of £2.40 per day or at no cost to those in receipt of the free school meals entitlement. A meal deal consists of:-

- Three item meal deal - hot meal/pizza/hot baguette or sandwich, a piece of fruit or biscuit and a drink.
- Two item meal deal – panini/pasta pot and one other item (drink/fruit or biscuit).
- Items can be paid for separately. Once the supply and pandemic issues are over the menu and prices will be on the website.
- A child can bring in a packed lunch and still buy extra items e.g. fruit or drink as long as they have money on their school dinner account.
- Any revision to the school meal prices will be notified to parents/carers via the school website.
- We also offer a break service for the children.

RESPONSIBILITY

Parents are responsible for providing a lunch for their child(ren), this may be in the form of paying for the meal, through Parent Pay, application of a free meal entitlement or a packed lunch from home.

Parents must pay for school meals in advance via Parent Pay unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals. Parents are to contact the school reception for any advice on this matter.

School is responsible for providing a lunchtime catering service for the children offering balanced meal options at reasonable prices.

PROCEDURE AND COLLECTION OF ARREARS

St. Cuthbert's R.C. High School has a clear set of procedures for the receipt of school dinner money and any arrears that occur.

- School meal money should be paid in advance by the Monday morning to pay for school meals for that week. Payments should be made using the online payment system 'Parent Pay'. If not already set up, the school finance department will provide an activation letter which will be needed to set up an account.
- If on any given day a child has no money on their account to buy their dinner, they will be asked to go to the Pastoral Office and firstly be given the opportunity to ring their parent and get money added to their account immediately, if not the child will be discretely given a school lunch voucher (App 1). The voucher will entitle the child to a basic meal deal at a cost of £1.70, consisting of a basic sandwich, a bottle of water and an apple.
- The basic meal deal will be given to the child and the cost of the school lunch voucher will applied to the child's account.
- The Pastoral Team will then call the child's primary contact and advise that the account needs to be brought up to date with enough money for the £1.70 voucher and the child's food for rest of the week.
- If the arrears are not brought up to date by the end of the week then a packed lunch will need to be brought in for each day until payment has been made.
- The school lunch voucher is passed to Finance for any arrears to be chased on weekly basis.
- Low balance reminders will also be sent regularly through 'Parent Pay' to remind parents to top up their child's account.
- If payment is not received after the parent/carer has been called by Pastoral and Finance then a letter will be sent home to chase any outstanding payments.
- Should a parent/family be experiencing financial difficulties they should let the Schools Safeguarding Team know and we will help if we can or signpost to the correct agencies.
- If payment remains outstanding with no attempts to contact school or clear the overdraft then the debt will be passed on to a professional debt collecting agency.
- If a child is absent from school and meals have been paid for, these will be carried forward as credits to the following weeks. If credits continue to the end of term they will be carried forward to the next term.
- Any surplus balances over £10 for a child leaving the school will be refunded automatically (e.g. a Year 11 leaver).

Appendix 1: Example of School Lunch Voucher

St. Cuthbert's R.C. High School – Lunch Voucher

Name of Student:	
Student Number:	
Basic Sandwich Meal Deal:	
Parent Contacted and Voucher given: (please insert date and by whom)	
Catering: Input onto Cashless System	
Finance: check money received onto Parent Pay and chase if not received:	

This Policy has been reviewed and agreed by the Governing Body meeting of

Governor:

Name: Date:

Signature:

Headteacher:

Name:

Date:

Signature:

This policy is reviewed annually.