

# School Meals Policy

Temple Learning Academy



<b>Approved by:</b>	Gina Vanni-Buckley	<b>Date:</b> January 2022
<b>Last reviewed on:</b>	January 2022	
<b>Next review due by:</b>	January 2023	

Temple Learning Academy

## **School Meals Policy and Guidance**

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## **School Meals Policy**

### **1. Introduction**

This policy is relevant for Parents of those pupils that pay for school dinners.

### **2. Primary**

All Reception, Year 1 and Year 2 are entitled to Universal Free School Meals (UFSM). Children in Year 3 and above will need to pay for their meals, unless they are entitled to Free School Meals (FSM).

For Students in Year 3 through to Year 6, please see below:

#### **2.1 How to Pay**

We use a **CASHLESS CATERING SYSTEM**. Pupils wishing to purchase a school meal must do so via our [PARENT PAY](#) portal by loading money on to their individual accounts. Parents can see that their child has received a meal on the portal. Please see the admin team if you need support to setting up your account.

We can also accept cash either through our payment machine (located on the ground floor) or through the main office.

#### **2.2 Pupil Debt**

We ask Parent's to ensure that your child has enough money on their account to buy their school meals – this will cost £2.30 a day for a hot meal and a pudding. We understand that things get forgotten, which is why we offer a buffer on your child's school meal account, so that your child will always receive a meal. However, should your child's account go above £50 in debt, their account will be frozen and we would ask that your child brings packed lunches to school until the debt is cleared. You will be given warning that your child's account is nearing the threshold through the following process:

1. Once your child reaches £20 in debt you will receive a text message urging you to top up your child's account
2. Once your child reaches £40 in debt you will receive a phonecall to discuss a plan on repaying the debt
3. Once your child reaches £50 in debt you will receive a text message to let you know that your child now needs to bring in a packed lunch. You will also receive a follow up phonecall to discuss a plan on repaying the debt.

**If you need help or support to provide your child with a meal or to clear your child's debt, please speak to your child's teacher, pastoral advocate or one of our team in the main office.**

### **3. Secondary**

All secondary pupils will need to pay for their meals, unless they are entitled to Free School Meals (FSM). Please see information below:

#### **3.1 How to Pay**

We use a **CASHLESS CATERING SYSTEM**. Pupils wishing to purchase a school meal must do so via our [PARENT PAY](#) portal by loading money on to their individual accounts. Parents can see what their child has chosen on the portal. Please see the admin team if you need support to setting up your account.

We can also accept cash either through our payment machine (located on the ground floor) or through the main office.

#### **3.2 Pupil Debt**

We ask Parent's to ensure that your child has enough money on their account to buy their school meals – this will cost £2.30 to £2.60 a day. We understand that things get forgotten, which is why we offer a buffer on your child's school meal account, so that your child will always receive a meal. However, should your child's account go above £10 in debt, their account will be frozen and we would ask that your child brings packed lunches to school until the debt is cleared. You will be given warning that your child's account is nearing the threshold through the following process:

1. Once your child reaches £5 in debt you will receive a text message urging you to top up your child's account
2. Once your child's account reaches £8 in debt you will receive a phonecall to discuss a plan on repaying the debt.
3. Once your child reaches £10 in debt you will receive a text message to let you know that your child now needs to bring in a packed lunch. You will also receive a follow up phonecall to discuss a plan on repaying the debt.

**If you need help or support to provide your child with a meal or to clear your child's debt, please speak to your child's teacher, pastoral advocate or one of our team in the main office.**