



## SEA MILLS PRIMARY SCHOOL

Aspire, Believe, Succeed

### School Meals Procedure

#### Introduction

This procedure guidance to the parents/carers on the procedure for paying for their child/ren's school meals. Such situations need to be dealt with sensitively, in view of the vast majority of parents/carers who pay for their meals in advance each week, do not knowingly accumulate arrears.

#### General Principle

All school meals should be paid for in advance. The usual collection day is Monday (or the first day of the week if different) although payment can also be made at the start of the term for the whole term.

#### Free School Meals

Only children who are officially approved by the Awards Department of Bristol City Council will be entitled to receive Free School Meals. If you allow your entitlement to expire, you will get charged for any meals taken at the current price from the date of expiration. This is different to the Universal Infant Free School Meal (UIFSM) provision for pupils in Reception, Year 1 and Year 2 year groups.

#### Arrears Procedure

Where payment is not made on the first day of the week, and arrears accumulate, the following procedures apply:

- A letter will be sent home with the child on the Friday (or last day of the week) or a text message sent informing the parents/carers of the arrears.
- If no payment is received the following week and arrears have accumulated to the value of 5 school dinners, a further letter/text will be posted to the parents/carers requesting immediate payment and to provide their children with a packed lunch until the arrears has been cleared.
- If this point is reached, responsibility for the provision of lunch will lie with the parent/carer. If payment in advance or a packed lunch is not provided this will be regarded as a welfare issue and consideration will be given to First Response being contacted.
- If arrears to the value of 5 school dinners are accumulated on 3 separate occasions, any future school meals will only be provided if paid for in advance. A letter will be sent to parents/carers to confirm this action.
- Any monies received by the school will be used to reduce the debt until it has been fully paid.

If you feel your child is entitled to Free School Meals, applications can be made on-line via the Bristol City Council Website or call into the School Office for advice. ***Parents/carers are encouraged to apply, even though your child is currently receiving an UIFSM.***