



Woodcock Hill Primary School School Meals Policy

Woodcock Hill Primary School is responsible for the collection and reconciliation of all school dinner money and are liable for the pursuit of all arrears and non payments.

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

Parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals.

Woodcock Hill Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- School meal money should be sent into school on a **Monday morning** to pay for school meals for that current week. Payments should be handed to the School Office in an envelope and clearly marked with your Child's Name, 'Dinner Money' and the Amount.
- School meals may be paid for in cash or by cheque payable to City of Birmingham Education School Meals.
- Reminders will be sent to parents who have not paid for school meals that week, by way of text.
- If payment is not received a second text will be sent to chase any outstanding payments the following week.
- If payment is still outstanding the third week a phone call and/or a letter will be made to the parent.
- After three weeks arrears, from the fourth week, parents will be required to send packed lunches for their child(ren) until the debt is cleared.
- In the event that a school dinner is expected when arrears stand at three weeks then parents will be contacted by the school administrator and will be expected to bring a packed lunch to school.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right, in extreme cases, to refer to Children's Services.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments will be adjusted accordingly. If credits continue to the end of term they will be refunded back to parents in the form of cash.
- If your child would like to change from having a school dinner, and alternatively bring a packed lunch to school, parents are required to give a minimum of two weeks' notice to one of the school administrators.

Agreed by Governors in May'17