Hillside Primary School

School Meals Policy

Next review date: September 2027

Our School Meals Policy for Parents

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 accommodate dietary issues such as food allergies, diabetics, vegetarians, vegan or faith requirements
- 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

Policy:

School meals are available at a cost of £15.00 per week (£3.00 per day), or at no cost to those in receipt of a Free Meal entitlement.

Meals are to be paid on a weekly basis on a Monday morning in advance. If a child is absent after paying on a Monday morning the child's dinner account will be credited and any monies due will be carried forward to the following week.

All children in Reception, Year 1 and Year 2, under the Universal Free School Meals Scheme, are entitled to a free school meal and the school strongly encourages parents to take up this offer.

Children who are entitled to a Free School Meal do not pay but parents must ensure that their claim is valid. Information relating to Free School Meals can be accessed from the school website via the following link: https://www.hillsideprimary.org.uk/school-meals/. The Local Authority have a 'Free School Meal Eligibility Checker' online application form. You can check your eligibility online here via the following link: Https://www.stoke.gov.uk/freeschoolmeals

The system will give applicants an outcome of their application within a few minutes. Even if you have a previously unsuccessful claim, you can still reapply.

If your child is entitled to a Universal Free School Meal please still check your FSM entitlement, if you are eligible the school will receive additional funding.

To enable the service to be efficiently planned the school requires pupils to remain either dinners, or sandwiches, for the whole week.

The school aims to provide children with special requirements an alternative school meal. If a child has a food allergy or is diabetic, a medical letter will be needed from the child's doctor or hospital to confirm this.

Payment of School Meals: Payment is made online via Arbor – payable in advance.

Please refer to our **No Debt Policy** for details on debt and debt recovery.