

SCOTHOLME PRIMARY SCHOOL – MEALS POLICY September 2015

- School dinner money should be paid by all pupils who have **PAID** school meals.
- The full amount for 1 week (normally 5 days) should be paid on a Monday morning (or the first day that school is open in that week, or the first day that the child is present in school that week).
- The up to date price of school meals is available in the reception office-presently £9.25 per week (£1.85 per day).
- The parent/carer needs to check with the reception office if there is any money owing from previous weeks and pay up to date.
- The correct money for the whole week should be put in an envelope with the child's name, class and how many dinners required that week. We will no longer take dinner money on a day to day basis. Dinner must be paid for on Monday morning, (or the first day that school is open in that week, or the first day that the child is present in school that week).
- Meals can be paid for a longer period - 2 weeks, a month, a half term, a term, but **must be paid in advance**. If you pay by cheque, the cheque should be made out to 'Nottingham City Council'. The amount paid will be recorded electronically. A statement can be supplied to show what you have paid or what you owe.
- If the dinner money is not paid on Monday morning then a letter will be sent home with the child as a reminder. This will be followed up by a phone call on the following day if the dinner money is not paid. If it has not been paid by the Friday of that week, you will be asked to take your child home for dinner or bring a packed lunch from the following Monday. School dinners will not be provided until the outstanding amount has been settled, and you agree to pay in advance.
- If a child is absent then any dinner money paid will be carried forward to the following week.

Dear Parent/Carer

Due to Scotholme Primary School's increasing pupil numbers, we now deal with an average of 800 paid dinners per week. Therefore **dinner money must be paid on a Monday morning, in advance, for any dinners required that week.**

- **The correct dinner money (presently £9.25 per week - 5 days) should be put in an envelope with the child's name, class and how many dinners required that week, and given to the school office.** If your child is absent on a Monday then the money should be sent in when they return to school.
- If the dinner money is not paid on Monday morning, a letter will be sent home with your child/children as a reminder and we will expect the money to be sent in on Tuesday.
- If the dinner money is not paid on Tuesday you will receive a phone call to remind you.
- If the dinner money is not paid by the Friday of that week you will be asked to send a packed lunch on the following Monday or take your child home for dinner.
- Paid school dinners will not be provided until you agree to pay in advance.
- If your child is absent during the week when you have paid for the week, then any paid dinners will be carried over to the following week.
- Any short-falls have to be met from the budget, which means money we should spend on children has to be used to cover school meal debts.

If you have any questions about this system please see Miss Stark, Mrs Akhtar or Mrs Bosworth in the school office.

Regards

Kate Hall
Head Teacher

SCOTHOLME PRIMARY & NURSERY SCHOOL

TO ALL STAFF

Due to the increase in our school numbers, both children and staff, we request that you pay for any meals required on a **MONDAY MORNING for that week.**

On average we deal with 800 pupil paid meals and 40 staff paid meals per week.

Please order your meals for the week by paying the correct money to the school office FIRST THING ON MONDAY MORNING.

The cost is presently £11.40 per week (5 days) or £2.28 per day.

You can pay in advance. A statement can be provided of how much you have paid.

Thank you for your help.

Regards

The Office Staff