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## School Meals Policy

**2018-20**

**Ecclesall Primary School  
SCHOOL MEALS POLICY 2018**

School Meals

**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 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.

**Introduction**

School meals are available to pupils at a cost of £2.00 per day or at no cost to those in receipt of a free meal entitlement including Universal Infant Free School Meal (UIFSM).

To enable the service to be efficiently planned the School requires meals to be pre-ordered.

The latest menu is available via our schools website.

[www.ecclesallprimary.co.uk](http://www.ecclesallprimary.co.uk)

The payment for meals is required at least a week in advance.

This should be paid online via **sQuid**.

Ecclesall Primary School lunches are provided by our expert cooks and are nutritionally analysed to ensure our students receive the best food.

If your child has a special diet request, then please contact school.

Parents/Carers will be responsible for providing details of any medical dietary requirements which will include information from a GP, Dietician or relevant health professional.

School Meals cannot be organised without this information which demonstrates a clear medical need.

**Ecclesall Primary School Online Payment System - sQuid**

Ecclesall Primary School uses **sQuid**, an online payment and pre-ordering system, for school meals.

Parents are asked to create their child's sQuid account when starting school. Login details will be provided.

<https://www.squidcard.com/welcome>

The school does not accept cash or cheque payments for school meals unless specifically specified. If you require any assistance setting up your sQuid account, or using the system, please contact the school office.

Paying for your child's school meals online gives you more control and greater visibility over the food choices they are making.

sQuid uses sophisticated fraud prevention and detection processes, and conforms to the FCA Regulatory Requirements.

Remember - your account must be in balance otherwise it is your responsibility to provide a packed lunch.

### **Pre-ordering School Meals**

**All meals must be ordered in advance.**

If ordering from home the **latest** you can pre-order a meal is 23:59 the day before via your child's sQuid account.

However, parents/children can order on the day as follows:

**Reception:** Parents/children can pre-order in the classroom at 8.50am.

**Y1, Y2, Y3, Y4, Y5, Y6:** Children can choose their meal choice during registration.

If your child has pre-ordered a meal then they will not be allowed to change this choice.

If your child is in receipt of free school meals, or universal infant free school meals, you must still pre-order as above.

### **How pre-ordering works in school**

A copy of the school menu is available on our schools website under letters.

[www.ecclesallprimary.co.uk/letters](http://www.ecclesallprimary.co.uk/letters)

At morning registration each day your child will be asked by their class teacher which meal they would like to order (not Reception).

By pre ordering your child's meal the Cook will know exactly how many portions of each meal to cook.

Before lunch your child will be given a coloured card that matches the line on the menu.

Your child will queue up for lunch as normal, and give the Cook their wristband – the Cook will know by the colour band which meal they have ordered.

### **Advantages of a school meal pre-order system**

Pre-ordering ensures that the catering team produce the correct number of meals so your child receives the meal of their choice every day.

This also reduces food waste.

Pre-ordering speeds up service and helps reduce food waste.

Your child can take part in lunchtime activities and still know that their lunch will be there for them.

A pre order system gives your child more responsibility for their own meal choices, teaching them how important decision making is.

Confidence that you're getting what you've paid for.

Reassurance that your child is going to have a healthy, balanced, nutritious, two course meal every day.

### **Payment Not Made**

If a child's entitlement to free school dinners has expired, the parent/carer must provide a packed lunch or pay for school meals online via sQuid.

If pre-payment is not made then the school will email a reminder to parents detailing how much is owed.

Payment must be made immediately via sQuid.

If payment is not received within a week then a further letter will be sent detailing the consequences of non payment and a final date by which payment must be made.

The School Meals Debt Recovery Policy will be implemented if matters are not resolved and outstanding balances are not received by the final payment date.

The school cannot tolerate debt amounting to more than one weeks payment, as if debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, there may be a referral to the Safeguarding Team as this has an affect on a pupil's welfare.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received, and some schools are known not to provide a meal in these circumstances. We will therefore act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents means to settle.

The school will in exceptional circumstances postpone the refusal to provide meals where parents have advised the school of their financial situation and school is satisfied that the funding will be forthcoming.

The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent. However, where no attempt is made to clear the debt it will follow the procedure of the school's Debt Management Policy.

Information regarding free school meals is available from the School Office.

**September 2018**