



## SCHOOL MEAL CONTRACT – 2020/21



Name of child: \_\_\_\_\_ Year: \_\_\_\_\_

Dear Parents,

Cedars Primary School is responsible for the collection and reconciliation of all school dinner money and **WILL BE LIABLE FOR ALL ARREARS AND NON PAYMENTS.**

Parents are responsible for ensuring a lunch for their children. This may be in the form of a packed lunch provided by home. Alternatively, it could be in the form of a school dinner. Parents must confirm their preference (i.e. packed lunch or school dinner) with the school office at the start of the year. A school meal could be paid for or could be free through the Universal Free School Meal Scheme or through Free School Meal entitlement.

### Universal Free School Meal

Currently, all infant children, i.e. those in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. However, parents of all children in these year groups who have a school meal must sign this school meal contract.

### Free School Meal Entitlement (Parents on certain benefits e.g. JSA, Income Support) but not on Working Tax Credits.

Please be aware that if your child is entitled to a free school meal you **MUST** provide a proof letter from Blackburn with Darwen Council confirming this. We cannot authorise your child to have a school meal without written confirmation of free school meal entitlement. You must pay for all school meals until you show us that your child is eligible for free school meals.

- Parents must pay for school meals **IN ADVANCE** unless their children have a free school meal entitlement.
- School can advise parents on how to apply for free school meals. If your circumstances do change and you become eligible for Free School Meals then please tell the office as soon as possible, so that you are not charged for meals that you do not have to pay for.

Cedars 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 in an envelope and clearly marked with your child's name and 'Dinner Money'. Envelopes can be requested from the school office. School meals may be paid for in cash or by cheque made payable to **CEDARS PRIMARY SCHOOL.**

- Reminders will be sent to parents who have not paid for school meals that week. Parents may also be contacted by telephone or text.
- 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.

**School's Procedures for collecting dinner money arrears**

**School policy is that we request meals to be paid on a Monday for that week. When no money is paid during that week then parents are issued with a letter / text message requesting the full week's payment before the end of the week.**

**If no money is received by the Monday of the second week, then parents will be issued with a letter of withdrawal of their school meals and instructed to provide a packed lunch or collect their child to take them home for lunch.**

**Once the arrears have been paid we are happy to resume school meal provision.**

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Please sign below and return the contract, as soon as possible to the school office.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

Yours Sincerely,

Mrs Nicola Truman  
Head Teacher