

The Orchard Primary School



School Meals Payment Policy

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- 1) The Orchard Primary School has a NO DEBT policy relating to the school meal service and lunch accounts should always be credited in advance by the parents/carers and kept in credit in order that their children can have a school lunch. Otherwise a healthy packed lunch should be sent from home with the child in the morning.
- 2) If school lunch accounts are not kept in credit, then the school budget has to pay. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. With school budgets getting smaller and smaller our school community will agree that diverting our funds in this way is unacceptable and we respectfully request that all parents/carers give this NO DEBT policy their full support.
- 3) No-one would take their child to a café and expect them to be given food without paying; the same applies at school too. If parents/carers believe that their children may qualify for entitlement to **benefit related Free School Meals** (which is NOT the same as Universal Infants FSM received by children in Reception to year 2), please contact Mrs Dadihla in the Medical room or go online to the link below. This allowance is a statutory right and it is important that you use it if you qualify as it can attract other benefits/monies to the school as well as families. It is also necessary that you ensure that you keep your Free School Meal entitlement up-to-date and current as if you allow it to lapse your entitlement lapses too. You can see if you are eligible for this **benefit** by visiting the LBH website listed below.

Free School Meal eligibility checking service/online application form
https://www.hounslow.gov.uk/info/20025/schools_and_colleges/61/free_school_meals

- 4) Those not entitled to Free School Meals and who pay for School Meals **must pay in advance** for the school lunch via ParentPay either weekly, monthly or termly according to your requirements. It is also possible to use PayPoint to pay for school lunches. Please ask Mrs Nishitanti in the Medical room to generate a lunch account barcode letter which can be used multiple times to top-up your child's lunch account in advance.
- 5) Children will not be provided with a school lunch unless it is paid for by keeping the account in credit, and if not in credit for whatever reason a healthy packed lunch should be sent with your child until your account is back in credit.
- 6) If the debt is not cleared, parents/carers must either provide a packed lunch or take the child home for lunch until the debt is cleared. In a case where a debt payment is not received and a packed lunch is not sent with the child that morning, the School will telephone the parent to ask them to pay online immediately, or ask the parent to provide a healthy packed lunch before lunch time or ask the parent to arrange to take their child home for lunch.

We hope that by enforcing this debt policy we are able to help parents/carers manage school lunch accounts more effectively and at the same time ensure that all money delegated for children's learning is used for that purpose.

Thank you for your continued support.