

# Ladywood Primary School



## School Meals Policy

February 2022

## **School Meals Policy**

### **Rationale**

At Ladywood Primary School it has become necessary for us to operate a School Meals Policy due to changes in the way Barnsley Council is operating. From 2013 any debts incurred for school meals will be paid out of the schools budget for education.

### **Aim**

The aim of this policy is to establish clear guidance on school meals in order to ensure that money received for the education of pupils at the school is not utilised unfairly to pay school meal debts incurred by a minority of parents/guardians.

### **Variety of meals on offer**

Every day a variety of healthy meals are offered to the children to suit all tastes. These include;

- Jacket potatoes with either warm or cold filling
- Traditional hot dinner
- Vegetarian dinner
- Salad

At registration pupils will select their choice of lunch and at lunch time they will be reminded of their choice by the distribution of a colour band representing their meal choice. All of the above meals are accompanied with a dessert.

Termly menus are circulated to children and parents by letter and the website (via a link to Barnsley School Meals website) to enable children to study the options before school with their parents/carers. Menus are also on display in the main entrance.

### **Cost of meals**

The cost of a school meal is currently £1.90 per day or £9.50 per week. As we are a cashless school, parents/carers pay online using the School Gateway App. (SEE APPENDIX 1). A pay point voucher may be issued if necessary.

### **Universal Free School Meals**

Pupils in Reception, Y1 and Y2 all receive a free meal under the Government Universal Infant Free meal scheme.

### **Free School Meals**

If you think your child may be entitled to free school meals please contact the school office for advice or ring Free school meal Services, BMBC, on 01226 787787 or apply on line at <https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/free-school-meals/>

### **Non-payment**

Children **will not** be provided with a school meal unless it is paid for, except those that are entitled to free school meals.

We recognise that sometimes pupils, parents/carers genuinely forget to pay in advance. In these cases the Administrative Officer or Bursar will contact the parent to ask them either; to pay before 11am, bring a packed lunch or make alternative provision by collecting their child for lunch at home.

### **Involvement of external services – Social services**

In circumstances where parents/carers frequently do not pay dinner money and it is believed that these parents/carers are not carrying out their responsibility of care by not providing food for their children at lunchtime, it may be necessary to inform Social Services.

### **School Milk**

Under the School Milk Scheme, milk is available to all children and can be ordered directly on-line from [www.schoolmilk.co.uk](http://www.schoolmilk.co.uk). Pupils in receipt of benefit related free school meals also are entitled to free milk as are all children under the age of 5 years. Parents must pay milk money on-line before the start of each term. Paid orders are e-mailed to school on a weekly basis.

### **Packed Lunches**

If you wish your child may bring a packed lunch which will be eaten under supervision in the dining room. They may also bring a drink (non-fizzy) in a plastic bottle or flask to have with their lunch. So that you know what your child has eaten out of their packed lunch, children will only be allowed to throw away packaging that will make a mess in their lunchbox, e.g. yoghurts. Glass bottles are not allowed for safety reasons.

The bringing to school of drinks applies to packed lunches only, as children on school meals are provided with a drink.

### **Monitoring and review**

This policy will be reviewed annually or earlier should further changes to provision be required.

### **Conclusion**

We hope this School Meals Policy is clear and concise and that it enables parents/carers to manage school dinner money without incurring debt. At the same time we aim to ensure that all the school budget is available for the education of the children in our care.

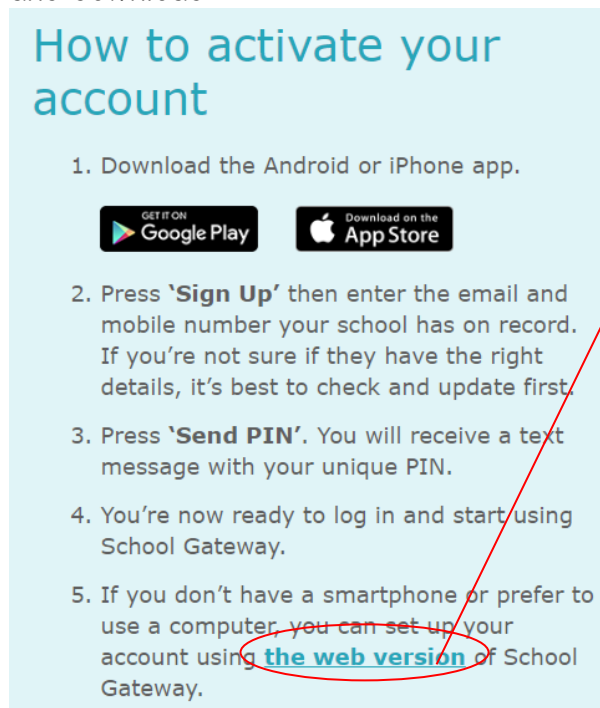
Policy Reviewed: February 2022

## Appendix 1



Dear Parent/Carer,

Lots of you have already registered and set-up the new Schoolcomms gateway app for school payments, if you have not already done so and you currently pay for your school meals, please do this as soon as possible. **From next Monday 2<sup>nd</sup> December, school will not accept cash for school meal payments.**

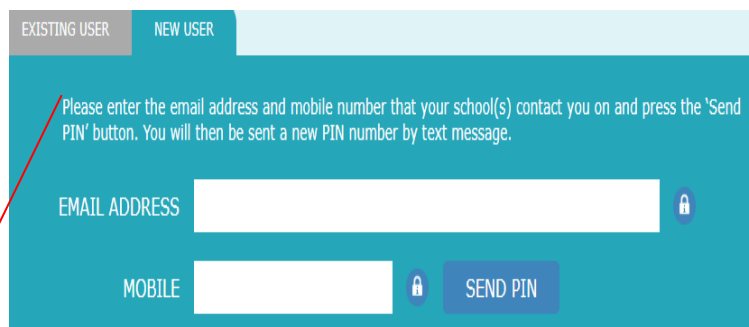
To download the app on your smartphone search [School Gateway](#) in your App store and download:



**How to activate your account**

1. Download the Android or iPhone app.  
 
2. Press 'Sign Up' then enter the email and mobile number your school has on record. If you're not sure if they have the right details, it's best to check and update first.
3. Press 'Send PIN'. You will receive a text message with your unique PIN.
4. You're now ready to log in and start using School Gateway.
5. If you don't have a smartphone or prefer to use a computer, you can set up your account using [the web version](#) of School Gateway.

To use the online version on a computer go to: <https://schoolgateway.co.uk/get-started/>, click on [the web version](#) link and follow the instructions



EXISTING USER NEW USER

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

EMAIL ADDRESS

MOBILE

If you have downloaded the app you will have received confirmation messages from our unique Schoolcomms email/SMS addresses, please save these into your address book as this will minimise the risk of messages bouncing back or being marked as SPAM.

The app will be live from Friday 29<sup>th</sup> November to give parents time over the weekend to top up your child's account as needed, ready for our launch on Monday 2<sup>nd</sup> December. Any cash balance you currently have will be reflected on your new gateway account.

If you have any questions, please ask a member of the office staff.

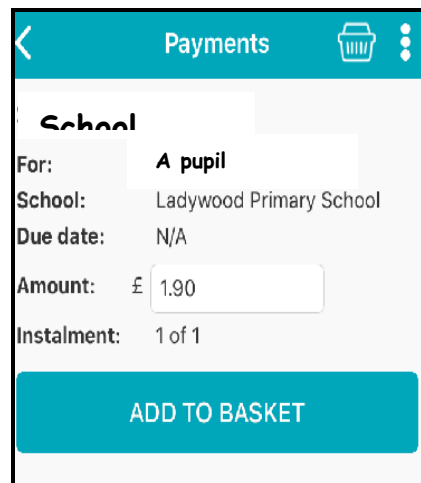
## Please see below step by step guidance of how to pay for meals from Friday 29<sup>th</sup> November:

Click on the tile that says Lunch Money




2. To make a payment click 'Top Up Balance'.

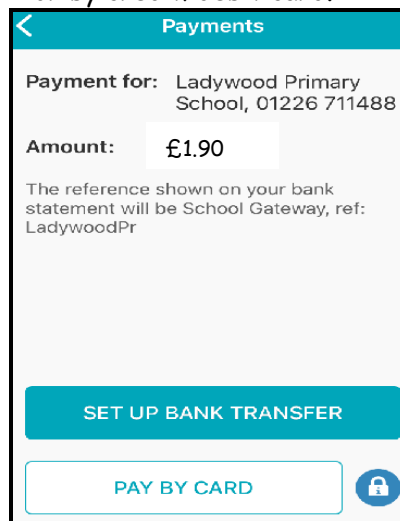
3. Click the arrow (>) next to 'School Meals' and type in the amount you wish to pay (minimum £1.90).



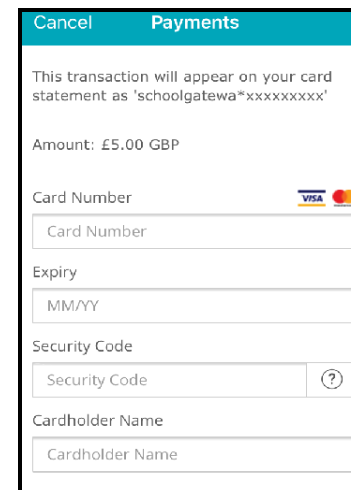
4. Click 'Add to Basket', then

'View Basket' . This will take you to the payment summary page where you need to click 'Checkout'.

5. You will then be given the option of either paying via bank transfer (direct debit) or by credit/debit card.

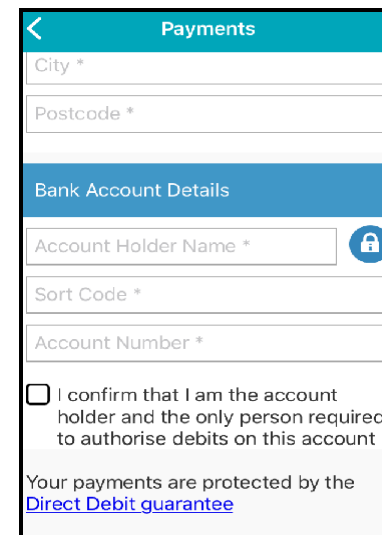


6. i) Pay by Card



Enter your card details and then click on 'Make Payment'

6. ii) Pay by Bank Transfer (direct debit)



You will then be asked to add your name, address & bank details in order to set up a direct debit payment.

If you do not want to pay by card or direct debit, you can top up your account using cash at any Paypoint shop:

Ask us for a Paypoint Voucher



Take the voucher to your nearest Paypoint shop (Asda and Raj's shop in Grimethorpe)

Select the amount you would like to top up (minimum £1.90)

The shop will scan your voucher and take your cash payment

Your child's school meals balance will be updated from 11am the following day

Thankyou.

