

HAYFIELD LANE PRIMARY SCHOOL



SCHOOL POLICY STATEMENT

Dinner Money Policy

Reviewed and approved October 2025

Hayfield Lane Primary School

Dinner Money Policy – including Dinner Arrangements

Payment for School Meals

- The cost of a school meal is currently £2.90 per day = £14.50 per week
- This is payable in advance
- Parents/Carers are expected to pay on Monday morning each week or may pay for longer periods up to a term in advance if more convenient
- Parents must pay via ParentPay.
- If children are absent, their dinner money is credited for the following week
- Refunds may only be given, for credits at the end of a term, or if a child is leaving this school to attend another
- If a child forgets their packed lunch and is given a school meal, parents/carers must pay for that meal on the same day or the following morning at the latest (except for children in receipt of Free School Meals)
- The office must be given one week's notification in writing (e-mail) of any changes in meal arrangements.

Universal Free School Meals

- Children in Reception and up to the end of Year 2 are entitled to free school meals under the Universal Free school meal scheme.
- The office must be given **one week's** notification in writing (e-mail) of any changes in meal arrangements.

Free School Meals

Parents/Carers who are in receipt of certain benefits, may be entitled to Free School Meals. These include

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element
- Universal Credit with an annual net earned income of no more than £7400
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

To apply www.doncaster.gov.uk/services/schools/free-school-meals

Children who have a packed lunch but who are entitled to Free School meals must notify the school office if changing from one to another.

Please be aware that all applications for Free School Meals are treated with the strictest confidence. Children will not be given a free meal until all applications have been processed by DMBC and the schools has received notification.

Debt Policy

- As from April 2014 the school will adopt a strict NO DEBT policy relating to school meals
- Children will not be provided with a school lunch unless it is paid for in advance (except for those children entitled to Free School Meals)
- If a parent/carer genuinely forgets to pay, the school may grant an exception and allow the parent/carer to pay the following day. This debt must be paid the same day or by the morning of the next day at the very latest and future meals must be paid for in advance before any meal is provided
- We request that all parents give this policy their full support. If debts are incurred, the school has to pay for the meals eaten. This means that money which should be spent on the children's education has to be used for debts incurred by parents. No parent would take their child to a restaurant and expect them to be given food without paying - the same applies to this school
- If a debt is not cleared, parents/carers must provide a packed lunch. In a case when a debt payment is not received, nor a packed lunch provided, the School will telephone the parent or carer asking them to come to school with the money immediately or provide sandwiches before lunch.
- Social services may be informed that Parents/Carers are not carrying out their responsibility of care by not providing food for their child at lunchtime
- If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to begin legal proceedings to secure payment
- We hope that by implementing this debt policy we are able to help parents manage school dinner money better and ensure that all money that is provided for children's' learning is used for that purpose

Please remember to let the office know in writing if you wish to change to a different lunch arrangement (one week's notice).

This policy will be reviewed annually.

Latest review October 2025

✂-----

**Hayfield Lane Primary School
Dinner Money Policy and Dinner Arrangements**

Child's Name _____ Class _____

I confirm that I accept the policy and that my child's lunch arrangements are:
School Meal / Free School Meal / Packed Lunch - **Please delete as necessary**

Signed _____ Date _____

Parent/Carer Name _____