Holy Trinity CofE Primary School

Dinner Money Policy

Policy Reference:	Holy Trinity CofE Primary School Dinner Money Policy
Date Policy Reviewed:	15.09.2026
Reviewed by:	Head Teacher
Next Review Date:	15.09.2027
Completed by:	SBM

Vision Statement

At Holy Trinity we believe that all people are precious and honoured in God's sight. From this belief comes a determination for all within our community to experience life in all its fullness, as promised by Jesus.

We embrace the holistic development for all in our community so that they may flourish academically, emotionally, and spiritually.

All that we do is underpinned by the modelling and promotion of six core values. These are: Justice, Service, Perseverance, Gratitude, Compassion, Courage and build on previous values of Peace, Hope, Friendship, Respect, Honesty and Forgiveness.

We offer a vision of human flourishing for all, one that embraces excellence and academic rigor, but sets them in a wider framework.

SCHOOL MEALS POLICY

Holy Trinity CE Primary School runs an App called School Gateway which enables parents/carers to pay for their child's school meals.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, free meal entitlement, or a packed lunch from home.

Parents must pay for school meals IN ADVANCE unless their child(ren) have a free meal entitlement. Application forms for this can be obtained from the school office.

Holy Trinity has a clear set of procedures for the payment, collection and arrears that may occur. We aim to work with parents to provide a flexible approach to the lunchtime nutritional needs of our pupils.

- Pupils should opt at the beginning of each year (September) as to whether they wish to have a school meal or a packed lunch from home.
- Should a pupil wish to change this arrangement it can be done at the start of each term so long as the school office has been informed.
- Should a pupil who has packed lunches forget their packed lunch the school in the first instance will phone the parent to establish if alternative arrangements have been made. If we are not able to contact the parent, the child will be given a school meal and the parent will be expected to pay the following day. (If they normally pay for lunches).
- Reminders will be sent to parents who have not paid for school meals that week. This may be by telephone/text/email or letter.
- Where arrears for a family total £30 or more, parents will be required to send a packed lunch for their child(ren) until the debt is cleared.
- In the event that the debt is not recovered and packed lunches are not provided from home, school reserves the right to request advice and assistance from the Family Support Worker and in extreme cases Children's Services.
- Debts will be carried over between terms and remain with the child across the years in school to allow maximum time for the arrears to be recovered. Debts will not be written off.
- If your child is absent from school and meals have been paid for the week, these payments will be carried forward as credits to the following week.

Meal Charges

The price of a school meal is currently £2.65 per day, £13.25 per week. Wherever possible parents will be notified of any increase during the term prior to a new charge.

Meal Payments

- Parents are expected to pay for all school meals unless the pupil is in receipt of a free school meal or in Key Stage 1 and therefore entitled to universal school meals.
- If a child's entitlement to free school meals is suspended the parent/carer must provide a packed lunch until their entitlement recommences.
- It is the parents responsibility to apply for FSM - Free School Meals.
- Parents must pay in advance for school meals using the School Gateway App. Or if they do not have internet access they must obtain a voucher from the school office to pay at a Pay point outlet.

If payment has not been made:

- If your child has taken a school meal which has not been paid for you will be sent a reminder detailing how much you owe. Payment must be paid immediately you receive notification via the School Gateway App.
- If the matter remains unresolved, you will be sent a further letter.
- Holy Trinity School will not tolerate debt amounting to more than one week's payment. When debts are incurred the school budget has to pay for them. This means that money which should be spent on children's education then has to be used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or monies to cover the cost of a school meal, there may be a referral to Social Services as this has an effect 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 meals has not been received.
- In exceptional circumstances the school may postpone the refusal to provide meals if a parent has advised the Head Teacher of their financial situation and the school is satisfied that the funding will be forthcoming.

Dated: 15th September 2026

School Business Manager

Date for review: 15th September 2027