

**Hitherfield Primary School & Children's Centre**  
**SCHOOL MEAL CONTRACT**

<b>Child's Surname:</b>		
<b>Child's Forename:</b>		
<b>Class:</b>		
<b>Agreement to commence from:</b>		
<b>Does your child have any dietary allergies?</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>

**If yes and you are selecting a school dinner, then you must complete a dietary referral form. This can take up to 3 weeks for the catering company provide you with a menu and you will need to provide a packed lunch until this has been confirmed. Supporting medical documentation will also need to be provided**

**I would like my child to have: (Please tick)**

**PAID SCHOOL MEALS:-**

- I understand that all meals need to be paid for in **advance** at a cost of **£12.50** per week (£2.50 per day).
- Payments should be made on Parent Pay or at a Pay Point shop using the barcode provided
- No parent or carer would take their child out for a meal and expect their child to be given food without payment, the same applies in school**

**PACKED LUNCHES:-** A packed lunch **MUST** be provided for your child on a daily basis.

**UNIVERSAL INFANT FREE SCHOOL MEAL (UIFSM):-** All children in Reception, Year 1 and Year 2 will be entitled to receive a UIFSM. If you believe that you qualify to receive a free school meal (see criteria below), then we ask that you also complete the section below as this will provide extra funding for the school.

**APPLICATION FOR FREE SCHOOL MEALS**  
I confirm I will pay for school meals until my application is confirmed to me in writing.

**FREE SCHOOL MEALS**  
**If you are applying for this option, we need the following information from the Parent/Carer claiming the free school meal on behalf of the child:**

Parent/Carers Surname: \_\_\_\_\_ Parent/Carers Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

National Insurance Number:

**FREE MEALS START FROM THE DATE THE APPLICATION IS APPROVED – THEY CANNOT BE BACKDATED – THEREFORE PLEASE CONTINUE TO PAY FOR MEALS UNTIL YOU HAVE WRITTEN CONFIRMATION THAT YOUR APPLICATION IS APPROVED AND CONFIRMED.**

- Your child may be able to get free school meals if you get any of the following:
- Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**ELIGIBLE**                       **NOT ELIGIBLE**                      **Date of check:** \_\_\_\_/\_\_\_\_/\_\_\_\_

If the check carried out by Lambeth Council has been returned as **not eligible**, you will be charged for school meals unless you tell us alternative arrangements e.g. moving to packed lunch.

- I understand:**
- Meal contracts are valid for a whole term and any changes must be notified to us using the School Meal Contract form with one week's notice prior to the start of term.
  - Any **changes not notified** to the school office **in writing** will be charged to your child's account.
  - Arrears or non-provision of paperwork may result in the withdrawal of school meal provision.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Office Use Only (initial)**

<b>PAPERWORK RECEIVED</b>	<b>Date:</b>	<b>Completed by (name of staff)</b>
<b>FSM check sent to LA</b>	<b>Date:</b>	<b>Updated on Parent Pay &amp; SIMS</b> <b>Date:</b>



## INFORMATION/TERMS AND CONDITIONS

### Debt

Hitherfield Primary School has a strict no debt policy with regard to school meals. If you do not pay in advance we will contact you by telephone and write to you. If you do not clear your debt we will withdraw the meal and you will be required to provide your child with a packed or home lunch until the debt has been cleared.

If debts are incurred it means that valuable funding which should be directed to our children's education is not available. Every parent and carer will agree that this is an unacceptable situation. Therefore we request that all parents give this policy their **full support**.

**No parent or carer would take their child out for a meal and expect their child to be given food without payment, the same applies in school.**

### Free School Meals

If a parent or carer believes that they may be entitled to a Free School Meal, please complete the relevant section on the Meal Contract and hand to the relevant School office. Applications can take up to two weeks to process and Free meals cannot be backdated therefore parents **must pay for meals until confirmation of entitlement is received from school in writing**. Further guidance and advice can be found on [www.education.gov.uk](http://www.education.gov.uk).

Free School Meal entitlement cannot be backdated and will only apply from the date application is confirmed by the Local Authority.

### Paying for School Meals

Parents and carers must pay **in advance** and can do so online via Parentpay or in local shops who display the PAYPOINT sign. Passwords and paypoint cards can be obtained from the school office.

### Providing a School Meal

It is the parent or carers responsibility to ensure that their child has appropriate food at lunch time.

In order for a school meal to be provided, the child must either be eligible via Free School Meals or their **School Meal account must be in credit**. If a parent forgets to pay in advance, **the school may grant a debt allowance of one meal. However this debt must be paid the next day and the account brought into credit**.

### Action the School may take

In a case where the account is in debt and a packed lunch has not been provided, the school will contact the parent to either provide a packed lunch, pay for the school meal or come in and collect the child to be taken home for lunch. If the child is collected, they will need to be returned to school before afternoon registration or they will be marked absent.

If payment of outstanding debt is not received in a timely fashion, the School may:

- **Arrange for Social Services to be informed.**
- **Refer debt to legal/debt collecting agencies.**

### Data Protection.

**We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services. More information about how we use and store your data can be found in the Privacy Notices and Data Protection Policy on the website.**

