



SUNNYHILL PRIMARY SCHOOL MEAL CONTRACT 2019-20

Child's surname:	
Child's forename:	
Class:	
Agreement to commence from:	

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

PACKED LUNCHES:

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

SCHOOL MEALS:

- I understand that all meals need to be paid for in **advance** at a cost of £10.50 per week (£2.10 per day).
- Payments should be made online via **Sims Pay (Agora)**, or with a barcode at a local **Pay-Point/Post Office**.
- No parent would take their child out for a meal and expect their child to be given food without payment, the same applies in school.

* If your child is currently in Reception, Year 1 or Year 2 they are eligible for Universal Free School Meals.

APPLICATION FOR FREE SCHOOL MEALS:

- I confirm that I will continue to pay for school meals until my eligibility for Free School Meals is confirmed to me in writing.

To check your eligibility for Free School Meals we need following information from you:

Parent/Carer's Surname:	Parent/Carer's Date of Birth:	National Insurance Number:																				
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FREE MEALS START FROM THE DATE THE APPLICATION IS APPROVED BY LAMBETH – THEY CANNOT BE BACKDATED – THEREFORE PLEASE CONTINUE TO PAY FOR THE MEALS UNTIL YOU HAVE WRITTEN CONFIRMATION THAT YOUR APPLICATION IS APPROVED AND CONFIRMED.

ELIGIBLE: **Date of Check:**

NOT ELIGIBLE:

- The check carried out by Lambeth Council has been returned as **not eligible**. You will be charged for school meals unless you tell us otherwise.

I understand:

- Meal contracts are valid for the academic year and any changes must be notified to us using the School Meal Contract form with one week's notice.
- Any changes not notified to the school office in writing will be charged to your child's account.
- Any arrears or non-provision of paperwork may result in the withdrawal of school meal provision for your child.

Signed: **Date:**

Print Name:

Office Use Only

Paperwork received:	Date:	FSM check sent to LA:	Date:
Updated of SIMS:	Date:	Confirmation of FSM status sent to parent:	Date:
Check Completed by (staff member name):			

INFORMATION/TERMS & CONDITIONS

Debt

Sunnyhill Primary School has a strict no debt policy with regards to school meals. If you do not pay in advance the School will contact you by text, telephone or 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 packed lunch or the school will provide toast and fruit until the debt is paid.

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 or go on an outing and expect their child to be given food without payment, the same applies in school.

Free School Meal

If a parent/carers believes that they may be entitled to a Free School Meal, please complete the relevant section of the School Meal Contract and hand in to the School Office. Applications may take up to one week to process and Free School Meals cannot be backdated. Parent/carers must pay for school meals until confirmation of entitlement is received from the school. Further guidance and advice can be obtained on www.education.gov.uk.

FREE SCHOOL MEALS are available to pupils, whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee 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 four weeks after you stop qualifying for Working Tax Credit

FREE SCHOOL MEAL ENTITLEMENT CANNOT BE BACKDATED AND WILL ONLY APPLY FROM THE DATE APPLICATION IS CONFIRMED BY THE LOCAL AUTHORITY.

All children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meal. However, we ask parents/carers to still apply for Free School Meals as this creates funding for the school allowing us to obtain more resources.

Paying for School Meals

Parents/Carers must pay in advance for school meal online via SIMS PAY(AGORA) or using barcode obtained from the School Office at a local Pay Point/Post Office.

Providing a School Meal

It is the parent/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 be either 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 two meals. However, this debt must be paid the next day and the account brought into credit.

PLEASE NOTE:

In a case where the lunch 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 provide the child with toast and fruit for that day.

If payment of outstanding debt is not received in a timely fashion, the School may arrange for the Social Services to be informed and/or refer debt to School Governing Body.