

TIMBERCROFT PRIMARY SCHOOL

Dinner Arrangements and Dinner Money

Payment for school meals

1. The cost of a school meal is £2.50, payable in advance.
2. Parents/carers **must** use the MCAS system to pay for their child's school meals. The account must always be kept in credit. It is advised to pay for a half-term in advance where possible.
3. MCAS can be accessed online and payments made by card. An activation email will be sent to you with an invitation code.
4. If a child is absent their dinner money account will not be charged.
5. Children will stay with school meals or packed lunch for a full half term.
6. Once a commitment is made to a school meal, parents/carers will be liable to pay for the complete half term.
7. If a child forgets their packed lunch and is given a school meal, parents/carers must pay for the meal on the same day or the following morning at the latest (except for children on free school meals).
8. Any refunds are made for Year 6 children at the end of the school year in July. For children in other year groups, credits and debits are carried over the next school year.

Debt policy

1. The school has a strict **no debt** policy relating to school meals. To reiterate, school meals must be paid for in advance.
2. If a debt is unfortunately incurred the school reserves the right to ask parents/carers to provide packed lunches for the child or take the child home for lunch.
3. If parents/carers are not carrying out their responsibility of care to provide food for their children at lunchtime, social care could be informed.
4. Where parents/carers are experiencing difficulties in paying for school meals for their child, then they should write to the Headteacher explaining the situation. A reasonable arrangement for clearing a debt may then be made. However, the school reserves the right to begin legal proceedings to secure payment.

Free school meals

1. Parents or carers who are in receipt of certain benefits may be entitled to free school meals. These include Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (not Working Tax Credit), Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element.
2. An application can be made via the school office info@timbercroft-maritime.org
3. Children who are entitled to free school meals must notify the school office if changing to a packed lunch as the school will still be charged for a dinner.
4. Please note that all applications for free school meals will be treated with strictest confidence.