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School Meals Policy

2025

Document Control

Owner

The owner of this document is the Headteacher and Governing Body.

Revision history

Version	Date	Changes	Author
2	26/01/22	None	DCC
3	18/07/22	Update to name of policy, costs of paid meals, changes to wording on applications for free school meals and general tidy up of terminology. Change of review timescale to every year to reflect pricing changes	MSW
4	11/06/25	Updates to all sections to simplify the policy and change to price of school meals to reflect current year's cost.	MSW

Approval

Version	Date	Approver(s)	Minute Number
2	01/07/19	Finance and Resources Committee	FR 26/19
2	09/02/22	Full Governing Body	GB 145/21
3	18/07/22	Full Governing Body	
4	09/07/25	Full Governing Body	

Review period This policy will be reviewed every year

Version	Date of scheduled review
4	June 2026

Aim

This Policy has been adopted to ensure that a consistent and fair approach is taken to the provision of and charging for school meals. The school is accountable for the administration of school meals including the collection of dinner money and any debt and/or non-payment.

Provision of School Meals

School meals at Youlgrave All Saints CE (VA) Primary school are delivered by the Derbyshire Catering Service under an agreed service contract. The school offers parents and children a blended approach to school meals which can be arranged via the school office. Children are given three meal options to choose from daily during registration. If your child requires provision of a medical diet you will need to complete the relevant online form which can be accessed by clicking on the link below.

Medical Diet Application Form

The school provides a free meal for all infant children funded from our universal infant free school meal allocation.

The provision of free school meals is a statutory responsibility for all schools for those parents and/or carers who meet certain criteria. You can check whether you qualify for and/or apply for them online now by clicking on the link below:

Free school meals check/application

The school receives specific funding for children who qualify for free school meals which we use for paying for their meals, providing them with a free allocation of school uniform each academic year and paying for their trips and residentials. The school also uses some of this funding to pay for educational support so we can offer one to one or group targeted and/or catch-up sessions when needed.

Cost of School Meals

School meals currently cost £3.25 per day (with effect from 1 September 2024). This is the same amount that the school pays the contractor for each meal, provided that is not a free school meal or a meal provided under the universal infant free school meal programme. This is subject to periodic review by the contractor and the school will notify parents of any changes to the cost of a meal as soon as practicably possible after a notification of change is received.

Payments for School Meals

All payments for school meals should be made via the school money app wherever possible, however, payments can be made with cash through the school office on request. The school no longer accepts payments made by cheque.

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All school meals should be paid for in full by the end of the week in which the meal is provided. If you wish to make an arrangement to pay for meals at set times of the academic year rather than weekly as outlined above, please contact the school office as soon as possible with your request.

If your circumstances change and you need assistance in meeting the cost of school meals you can apply for financial assistance through the school office.

Any and all outstanding monies for school meals will be pursued in line with the school's financial regulations and procedures. A copy of this is available on our website or by contacting the school office.