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## GODFREY ERMEN MEMORIAL PRIMARY SCHOOL

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School Road, Eccles, Manchester, M30 7BJ

Email: [godfreyermen.ceprimaryschool@salford.gov.uk](mailto:godfreyermen.ceprimaryschool@salford.gov.uk)

Telephone: 0161 399 1416

Headteacher: Miss J Kinch

Chair of Governors: Cllr John Mullen

Web: [www.gems-salford.co.uk](http://www.gems-salford.co.uk)

Deputy Headteacher: Mrs G Stanger

St Michael's Church Rector: Fr Ian Hall



### Policy for the Collection and Management of Dinner Money

#### School Meals

School meals are provided by Citywide Services, who are an external provider of school meals. They have had many years' experience providing school lunches with the aim of improving children's health and well-being.

#### Ordering and Cancelling of School Meals

School meals can be ordered daily, weekly or termly via our online system – School Grid. School Grid Link: <https://app.schoolgrid.co.uk/login.aspx>

<https://www.gems-salford.co.uk/information/school-lunches/>

If your child is absent, due to illness or for any another reason or brings a packed lunch, please cancel their lunch for that day to avoid incurring a charge.

#### School Trips

Children can bring a home packed lunch for trip days, or you can order a school packed lunch via School Grid – Sandwich choice only and fruit. No hot meals are to be ordered on school trip days.

School Grid Link: <https://app.schoolgrid.co.uk/login.aspx>

#### Payments for School Meals

Should families choose for their child to receive a school dinner, the cost of a dinner currently stands at £2.10 per day, £10.50 a week. These charges are **payable in advance**.

It is expected that all families paying for school meals will pay in advance each week, online via the school gateway or a payment voucher can be issued by the school office team.

#### Universal Infant Free School Meals

Reception, year 1, and year 2 pupils in state-funded schools are eligible for UIFSM, regardless of parents' income. In addition to UIFSM, if you do meet the criteria for claiming income related or asylum seeker free school meals, as outlined below, then please submit an online claim, so that your child's school can receive additional Pupil Premium funding from the Government.



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### Free School Meals Criteria

**Your child may be eligible for free school meals if you get any of the following:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related employment and support allowance
- The guaranteed element of State Pension Credit
- Universal Credit (**not working**)
- Universal Credit (**working and net earnings are less than £7,400 per year**)\*
- Child Tax Credit, provided they are **not** also entitled to **Working Tax Credit** and have an annual gross income of no more than £16,190
- Where a parent is entitled to Working Tax Credit Run-on, paid for four weeks after you stop qualifying for Working Tax Credit
- If you get support under **part VI** of the **Immigration and Asylum Act 1999**

\* **Please note:** To be entitled to claim free school meals (FSM) when working and claiming Universal Credit, the earnings for one period should be no more than £616.67, earnings for the last two periods should be no more than £1,233.34, and the earnings for the last three periods should be no more than £1,850.00. Therefore if your earnings for one, two or three periods are below the upper earnings limits stated, you would be entitled to claim FSM. You will need to upload screen shots of each page of the relevant payment statement(s), especially the page(s) showing any deductions that are being made, with your online application, so we can then determine if you are entitled to claim free school meals. However, if your earnings for one period exceed £616.67, or if your earnings for two periods exceed £1,233.34, or if your earnings for three periods exceed £1,850.00, then you would not qualify to claim FSM.

**Apply for Free School Meals via Salford Council online service:**

[https://contactus.salford.gov.uk/?formtype=FSM\\_IBASSE](https://contactus.salford.gov.uk/?formtype=FSM_IBASSE)

or please call: 0161 793 2500.

### Free Milk Criteria

Your child can receive free milk if you qualify for free school meals. This applies to all children from Nursery to Year 6. Reception to Year 2 children currently receive free school meals-(Universal Infant Free School Meals)funded by the government. Please note: This does not automatically entitle your child to free milk, you will need to apply for Free School Meals.

If your child would like milk, please let the school office know and we will arrange this with our milk provider Coolmilk.



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### Dinner Money Arrears

The school has a very strict policy on dinner money arrears and money collection.

There are two steps of fee monitoring to ensure that all money is paid on time and is not allowed to accumulate in arrears:

#### **Step 1 – fees that have run into one week of arrears (up to £10.50)**

A text to the family will be sent by the school, informing you of your outstanding balance, and a deadline for payment.

#### **Step 2 – fees that have run into arrears of up to two weeks (up to £21.00)**

If the deadline is missed, a text will be sent and a phone call will be made, informing you of your outstanding balance and the school's intention to suspend the ordering service. You will need to provide a packed lunch until the debt is cleared.

**We do understand that from time to time unavoidable circumstances may arise, which may leave families in difficult positions financially. Please contact the school office if you require support with payment.**

**Policy Written: January 10, 2024**

**Next Date of review: January 10, 2026**