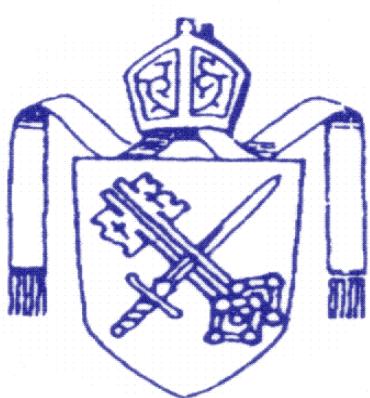


MILFORD-ON-SEA C.E. PRIMARY SCHOOL ACADEMY TRUST



'We CARE'
Courage, Aspire, Respect, Explore

SCHOOL MEALS POLICY

Reviewed and Approved by:
Date Approved:
Next Review Due:

Headteacher/ Business Manager
February 2026
February 2028

1.0 PARENTAL RESPONSIBILITY

Parents are responsible for providing a lunchtime meal for their child on a daily basis: in KS2 this may be:

- paying for a school meal
- providing a packed lunch from home (we ask that this consists of a variety of foods, in line with a balanced diet, and complies with our Food and Drink Policy with regards to potential allergens)
- completing an application for a free meal entitlement

In KS1 (Year R – Year 2 inclusive), all children are entitled to a Universal Infant Free School Meal, funded by the Government.

2.0 FREE SCHOOL MEALS

If families meet the eligibility criteria for Free School Meals, the school office can provide application forms and assist parents/carers in completing/applying for them.

If your family circumstances change at any stage while your child(ren) are at school, and you become eligible for Free School Meals, then please inform the office as soon as possible to avoid unnecessary charges.

3.0 PAYMENT FOR SCHOOL MEALS

Unless your child is eligible for a funded school meal (because they are in KS1, or you have successfully applied under the Free School Meals programme), parents/carers need to order and pay for school meals **IN ADVANCE**, using their Arbor Account.

- Meals can be booked up to half a term in advance, via the Arbor App or using the webpage: <https://milford-on-sea-cofe.uk.arbor.sc/?/home-ui/index> where parents/carers can log into their accounts.
- Orders for meals can be made up until 9am on the day that the meal is to be taken.
- Payment is required at the time of booking on Arbor
- If no meal is selected by 9am, but your child requires a school meal for the day, they will be given the default meal option (tomato pasta), and the account will be charged
- Meal choices cannot be changed after 9am on the day of the meal
- If a child is absent, the absence must be recorded in Arbor by 9am, failure to do so will mean that any pre-ordered meals will still be charged
- Only in exceptional circumstances will the School accept cash or cheques (made payable to Milford-on-Sea Primary School), which should be handed in to the school office, not via the class teacher.

- Cash and cheque payments should be in an envelope and clearly marked with the child's name and 'Lunch Money'
- If an account has a debit balance, you will not be able to order a meal for that day
- Text messages may be sent requesting payment of the arrears
- If arrears cannot be cleared, contact must be made with the school office to make specific arrangements to clear the debt and for the provision of meals for the child
- If a payment plan has not been discussed and no payment has been received by the start of the following week in which the debt was incurred, then no further meals can be ordered, and a message will be sent out requesting your child bring a packed lunch into school.
- Once the arrears have been paid, the school will resume school meal provision.

Any credit balances remaining on the account at the end of term will be refunded back to parents in the form of a cheque, bank transfer or carried forward to the following term with the parents' consent.

4.0 SCHOOL'S RESPONSIBILITY TO MANAGE PUBLIC FUNDS

Any money owed to the school has an impact on the budget and may affect the resources we can provide to all children. The school will take all reasonable measures to vigorously collect debts as parts of its obligation to manage public funds.

The school reserves the right to apply administration charges for consistently late payment.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Academies Financial Handbook and any other legal requirements.