



Stoke Park Primary School

Dinner Money Policy

Version History		
Version	Date	Detail
1.0	2019	Ratified by Governors 21/3/2019
2.0	October 2020	Reviewed A Jelf & A Annear
3.0	February 2026	Reviewed by A Finnimore & A Annear

What are the rules about paying for school meals?

- If your child has school dinners, you must pay for them in advance using the website swiftkitchen.co.uk.
- You will need a passcode/key to set-up your account on swiftkitchen. Please ask the office for your unique code.
- Meals cost **£2.70 per day**

What if my child gets free school meals?

- Even if the meal is free, parents still need to order it online via swiftkitchen.
- All children in Reception, Year 1, and Year 2 get universal free school meals.
- Older children (Year 3 and up) can get free school meals if their parents receive certain government benefits.
- Information on the entitlement to free school meals and an application form can be found on the Bristol City Council website. www.bristol.gov.uk/fsm
- If a child's entitlement to free school meals expires, or the parents/carers personal circumstances change, you must provide a packed lunch or pay for a school dinner at the point of ordering.

What happens if a meal isn't paid for?

- If your child comes to school without a packed lunch and has not ordered a meal, the school will contact you to establish if alternative arrangements have been made.
- The school will work with parents experiencing temporary financial difficulty, and a meal may be provided in this circumstance.
- The school will request payment of any debt. If the debt is not paid, the school will ask the parent to provide a packed lunch and will not provide further school meals.
- Any write-offs of outstanding debt must be approved by the Headteacher following submission of details of the debt by the School Business Manager/Finance Administrator, together with reasons for no further action being taken.
- The school reserves the right to begin legal proceedings to recover outstanding school meal debts.

Why are these rules important?

- The aim of the school's dinner money policy is to minimise the opportunity for debt balances to build up. If the school budget is used for unpaid meals this means less money is available for other things, like resources for our pupils.
- The goal is to avoid debt so all money can be used for learning.