School Meal Policy

January 2025

To be reviewed: January 2026

LADYGROVE PRIMARY SCHOOL AND NURSERY SCHOOL MEAL POLICY

Cost and Free School Meals Eligibility

We are extremely proud of our school meals both in terms of the range of quality of food which we serve and the overall dining experience for the children.

School meals are available to children at a cost of £2.90 per day. All children in years Reception, Year 1 and Year 2 will receive a free school meal as part of the government's Universal Infant Free School Meal offer.

If parents / carers believe that their children may be entitled to Free School Meals due to low income and / or receipt of benefits, they can find out more information about eligibility and the application process by clicking the link below:

How do I apply? - Free School Meals - Telford & Wrekin Council

This allowance is a statutory right and it is important that you apply for it if you think you may qualify. Children entitled to Free School Meals are also entitled to further help in school, so it is important that you claim if you fulfil the criteria.

Ordering, payment and checking balance

Children will select their choice of meal each day at class registration; school dinners/ school made packed lunch or a packed lunch from home.

School packed lunches need to be ordered a week in advance and can be ordered using the packed lunch ordering slip (Appendix 1).

Payment of meals is made by using your pupil reference number and following the below link.

https://www.civicaepay.co.uk/TelfordEstore/estore/default/Catalog/Index?catalogueItemReference=C0000023&showSingleProduct=True&recurringOnly=False

To check your child's balance using your pupil reference number and following the below link.

https://apps.telford.gov.uk/schoolmealbalance/

Arrears

Once a child's account goes into arrears, they will receive an emergency meal until this is cleared. An emergency meal consists of half a cheese sandwich, £0.75 is charged for this and will be added onto the account arrears.

If you are experiencing difficulties in covering the costs of school meals, we want to be able to support you at the earliest opportunity. Please contact the school office in the first instance and ask to speak to the School Business Manager.

If children or members of staff leave the school and have outstanding arrears on their account, an invoice will be raised to ensure the arrears are cleared as soon as possible.

Feedback

Our head cook is also available to talk to parent/carers about any queries or concerns relating to school meals, including supporting children with any allergies or dietary requirements. Please email A2168@taw.org.uk

Appendix 1: Sandwich Ordering Form

Sandwich Form

Child's Name: …… Class: ……

Date: ……

Week 1

Wrap	
Sandwich 50/50	

	Mon	Tue	Wed	Thurs	Friday
Ham					
Cheese					
Tuna Mayo					

Week 2

Wrap	
Sandwich 50/50	

	Mon	Tue	Wed	Thurs	Friday
Ham					
Cheese					
Tuna Mayo					

Week 3

Wrap	
Sandwich 50/50	

	Mon	Tue	Wed	Thurs	Friday
Ham					
Cheese					
Tuna Mayo					

With your choice of sandwich your child will receive a yoghurt or cheese portion, piece of fresh fruit and a cake or biscuit of the day.

Please note we require 7 days' notice to cancel any Sandwich orders placed