



# Trafalgar Junior School

Believe, Inspire, Achieve

## 1. School Meals Registration (and Cancellation Form)

Child's Name: .....

Class: .....

My child is vegetarian, other (e.g. no pork, no beef). Please specify: .....

I would like my child to start school meals on Monday (DD/MM/YYYY): .....

Dietary requirements for medical reasons: .....

If your child has special dietary requirements you will need to complete the CaterLink 'Special Diet Referral Form'. For further information see below.

**Free School Meals: I confirm I have been accepted for Free School Meals Yes/No**

(Please attach proof of acceptance/letter from your local authority). Please note the local authority does not back date payments so FSM entitlement cannot start until it has been confirmed.

**I confirm I have read and understand all the information on the reverse of this form**

Parent/Carer Signature: ..... Date: .....

## School Meals Cancellation Form

Child's Name: .....

Class: .....

I would like to cancel my child's school meals from Monday (Date): .....

(Cancellations must be made with at least 1 weeks' notice. Please ensure your school meal account is not overdrawn and either pay online or send outstanding payments to the school office).

I enclose £.....to complete my payment for school meals already ordered.

I believe my account may be in credit so please arrange to return my credit balance. Please tick

(We will return any credit balance in your school meals account after the cancellation date.)

Parent/Carer Signature: ..... Date: .....



RUGBY FOOTBALL UNION

Trafalgar Junior School is a member of the RFU Education Partnership

## **IMPORTANT INFORMATION about School Meals & Packed Lunches**

### **School Meal Costs for each term**

This information is available from the 'School Dinners' page on the website or you can phone the school office. **Meals must be paid for in advance:** We recommend you maintain a credit balance on your +Pay account in ParentMail to cover at least the cost of one week's meals by the start of the week— See the 'School Dinners' page on the website.

**Starting school meals:** We require at least 1 full week notice to set up your school meals account. (Please avoid the last and first week of the term as these are the busiest times for the school office).

**Stopping school meals:** We require at least 1 full week notice to process your cancellation. Any credit balance on your +Pay account will be refunded to you. We cannot cater for adhoc cancellations such as when your child does not like the menu for a particular day or week. If your child is not enjoying school meals please do come and speak to office staff before cancelling as we may be able to resolve any issues.

**Absence:** School meal numbers are provided to the kitchen by 9.30am each day. For sickness absence please ensure you phone or email the school office before 9.30am to ensure we have time to cancel your child's meal for that day. For planned absences such as medical appointments ensure you have completed a Leave of Absence request form and state if your child will be in school for the lunchtime meal. Unfortunately, **if we are unable to cancel that day's order your account will be charged for the meal.**

**Late payment and overdrawn accounts:** All school meals must be paid for in advance. Please ensure you regularly check the balance on your School Meals +Pay account on ParentMail (or ask at the office) and keep it topped up. We suggest you keep a credit balance at the beginning of each week. As per our School Meal Payment Policy you will be asked to provide your child with a packed lunch until any debt is cleared.

**Food allergies:** You will need to complete the catering companies '**Special Diet referral Form**' and provide supporting medical documentation. **This process can take up to 2 weeks** as our catering company will provide a special menu which you will need to approve and accept before your child can start having school meals.

**My child has forgotten their packed lunch:** We will contact you to get your consent to provide your child with a school meal for that day and advise you of the cost. You will be asked to bring in the money for the meal at the end of the day. You will also be asked to confirm if your child has any food allergies as due to strict regulations the catering company is unable to provide a meal for any child who has food allergies, with no exceptions.

**Nut allergy awareness, other allergies and healthy eating:** In accordance with the Federations' Allergy Awareness Policy please do not bring into the school or playground any food that contains nuts. We also ask that your child's packed lunch is nutritious and healthy. We would also like to remind parents that birthday treats are not permitted in school time and we ask that you support our rules in respect of our children who have food allergies.

**School Trips:** Where a whole day school trip is planned, we will cancel your child's meal to ensure you are not charged for it. For residential trips we will advise in advance the term and half term costs for meals for those who prefer to pay in a lump sum.