



Trafalgar Schools' Federation

Believe, Inspire, Achieve

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.

Parent/Carer Signature: Date:

IMPORTANT INFORMATION about School Meals & Packed Lunches

For the academic year 2023-2024 the Mayor of London is funding schools to cover the meal costs of all primary school aged children (Infant children are already covered by the existing Universal Free School Meals scheme uFSM). Please note this is different from the Free School Meals program which is available to families on low income or who are in receipt of certain benefits Please see the following website <https://www.gov.uk/apply-free-school-meals> which you will also find on the school websites for more information about how to check if you qualify.

cont.



Trafalgar Junior School is a member of the RFU Education Partnership

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. 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. This will help us to help the kitchen to avoid food being wasted and the school being charged for unwanted food.

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. 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 or residential trip is planned, we will cancel your child's meals.