



## School Meals Information for Parents/Carers September 2018

School meals are very popular at Talbot. Our menus meet the nutritional requirements of the Department for Education's School Food Standards and consist of a wide selection of dishes prepared from fresh ingredients. (Information can be found by clicking these links: [School Food Standards](#) and [Talbot Primary School Meals](#).)

Our meals provision is enhanced by the operation of a daily meals selection system that is very successful and popular with children in school. Menus are e-mailed to parents at the beginning of each term, so that they can be discussed with children at leisure. Children select their choice of meal in the classroom at the start of each school day. The information is collated in the office and then sent through to the school kitchen in time for catering staff to prepare the meals for the lunchtime period.

This system is underpinned by detailed administrative processes which rely heavily on accurate information and prompt payments from parents and carers.

**This information sheet is designed to advise parents/carers on the requirements that facilitate our school meals service:**

### School meals/packed lunches:

There is space on our admission form for parents to advise us of their child's/children's meal preference. Alternatively, this can be done in writing or by e-mail to [admin@talbotprimary.net](mailto:admin@talbotprimary.net), in accordance with the notice provision below.

### Notice to change:

A change from school meals to packed lunches and vice versa can only commence on Mondays and only after a minimum of one full week's notice made in writing (or by e-mail to [admin@talbotprimary.net](mailto:admin@talbotprimary.net)). This is because the kitchen has to order food in advance. If the required notice is not received then we reserve the right to charge parents/carers for meals ordered but not taken and/or to cover the notice period.

### Paying for meals:

- Dinner money is payable in advance.
- The minimum payment is for one week, on the Monday morning of that week. It is possible to pay longer periods if preferred e.g. per fortnight, per half-term or per term but must be in advance.
- Payment can be made by cheque (*made payable to Leeds City Council*) or cash (*please try to send the correct amount*).
- An online payments system is available via our parent/carer communications system Parentmail. Parents who have verified their accounts will be able to see the option to pay when they login at <https://pmx.parentmail.co.uk/#core/login>. The school office can assist if further information is required.
- If your child is absent, the appropriate amount will be carried forward to the following week.

### Missing meal selection:

Occasionally a child's meal selection is not recorded but a meal is required e.g. they arrive late. The kitchen has a deadline for orders to be made and so for health and safety reasons, a *vegetarian* meal will be ordered in all circumstances where a child's meal selection has not been made at the start of the school day.

### Food allergies:

Our menus cater for most diets but if your child has an allergy or intolerance it is very important that you inform school, so that the kitchen can order and prepare appropriately. It is important we have this information in writing, either via the admission form, by letter or by e-mail to [admin@talbotprimary.net](mailto:admin@talbotprimary.net)

### Meal prices (2018-19 academic year):

Reception, Year 1 and Year 2 – free under the new Government Universal Free School Meals offer <sup>\*see note below</sup>.  
Years 3, 4, 5 & 6 - £2.40 per day/£12.00 per week.

### \*Benefits-related Free School Meals:

**It is very important that all parents on qualifying benefits claim for free school meals for their child/children, via Leeds City Council, even if their child is in Reception, Year 1 or Year 2 and is receiving a free meal in school. The school receives significant extra funding for each qualifying child, known as 'Pupil Premium', which enables us to enhance our learning provision. Please ask at the school office, or enquire at your local One Stop Centre, if you think you may be eligible.**