

## FREE SCHOOL MEALS (FSM)

All pupils in Reception, Year 1 and Year 2 are entitled to **Universal Infant Free School Meals (UIFSM)** but parents/carers MUST complete a registration form in advance (which is available online or from the school office).

Full day Nursery and other pupils may be entitled to free school meals if you receive any of the following benefits:

- Income Support
- Universal Credit (if household income is £7,400 per annum or lower)
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- The Guarantee element of State Pension Credit
- Support from the National Asylum Support Service (NASS)
- Support from the Local Authority Social Services Asylum Team (SSAT)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit for four weeks after employment finishes

### You can check your entitlement and apply:

- Online, by filling in a claim form for Free School Meals on the Waltham Forest Council website at [www.walthamforest.gov.uk/freeschoolmeals](http://www.walthamforest.gov.uk/freeschoolmeals). This is the quickest way to apply and you will be sent a confirmation of your entitlement. You can obtain assistance at any local library.

When you have received your written confirmation you will need to show it to the school office.

## IMPORTANT:

**Entitlement to free school meals is NOT automatic. You are expected to provide a lunch or pay until you provide proof of entitlement.**

### You must inform the Council immediately

- If your circumstances change, so that your entitlement can be re-assessed.
- If your child is moving to Buxton School from another school or if your child is leaving Buxton School
- If you live outside Waltham Forest, but your child attends Buxton School, claims for Free School Meals must be made via Waltham Forest Council (see previous page).

**It is the parent/carer's responsibility to inform the Council and the School about changes to entitlement.**

## Packed Lunches

If your child chooses to have packed lunches, we encourage them to make healthy, nutritious choices. Children must not bring in glass bottles or fizzy drinks and should limit crisps and chocolates.

Children should bring their packed lunches to school with them in the morning; we will not be able to accept lunch packs at the school office. Please label your child's lunch bag clearly with their name and class.

For ideas on healthy school meals visit:  
<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>



## SCHOOL MEAL INFORMATION LEAFLET

**PRIMARY PUPILS  
Nursery to Year 6**

## Why have school meals?

School meals at Buxton School are designed to provide a varied, healthy and interesting menu for our children and are excellent value for money.

The meals are cooked and prepared fresh each day to supply a good balance of healthy foods to support growth and development and to encourage long-term good eating habits. Meals are varied, to introduce children to different foods, including Caribbean, Asian, Mediterranean, and traditional dishes. All meals are Halal.

Meals consist of a main course and dessert, freshly baked bread and seasonal fresh fruit and vegetables. Children can also select from the fresh daily salad bar.

A copy of the menu can be obtained from the school website: [www.buxtonschool.org.uk](http://www.buxtonschool.org.uk)

School meals provide your child with the opportunity to develop social skills while they enjoy eating with other children. Research has shown that a healthy, nutritious school meal can provide your child with the energy required to concentrate in class and cope with the demands of the day.



## PRIMARY— SCHOOL MEAL PAYMENTS



School dinner money has to be paid **in advance** at the start of the week, That is £2.20 a day, which is £11.00 a week.

5 days (1 week)	£11.00
10 days/2 wks/2 children	£22.00
15 days/3 weeks/3 children	£33.00
20 days/4 weeks/4 children	£44.00

Children must commit to either a school meal, a packed lunch or a home meal **all week** — no swapping mid-week. (The only exceptions will be for school trips or medical appointments.)

**Therefore, if your child has a school meal at the beginning of the week, you will be charged for the full week, even if your child brings a packed lunch— a refund will not be given. The school will not be able to provide a school meal mid-week if your child starts the week with a packed lunch.**

***Buxton School does not accept cash payments for school dinners.***

### PARENT PAY

ParentPay is a secure online payment system for making payments to the school. To use Parent Pay you must obtain a Parent Pay activation letter for your child from the school office. You can make instant payments to your Parent Pay account online using debit/credit cards, or at a local PayPoint shop using debit/credit cards or cash. The minimum payment is £11.00.

Details of the local Pay Points shops are available from school office or wherever you see this sign.



## Meal Credit

Any money remaining on your child's account (unused or overpaid) will be carried over as credit to the next school week. You will not be charged for a meal if your child is absent from school. Please notify the Attendance Officer if your child is absent from school.

## Arriving late to school

If your child will be arriving after 10am please inform the school office in advance to book their school lunch or you will be expected to provide a home dinner or packed lunch.

## Arrears

**The school cannot provide credit for school meals and you are expected to pay for your child's meal, in advance, before ordering. If your child's account is in arrears, you must provide a packed lunch or home dinner until the account is in credit.** If you are experiencing difficulty making dinner money payments, please make an appointment to discuss this with the Headteacher.

Please ensure that the school has an up-to-date mobile number contact for you, as you will be contacted by text or phone if the school is unable to provide a meal for your child when the account is in arrears.

## Refunds

Please contact the School Office in advance if your child is transferring to another school so that any remaining credit can be refunded to you.

**School Meal Enquiries  
Administration Officer, School Office:  
Mrs Deborah Harouma  
Tel: 020 8535 3425 x 137  
(9am—2pm)  
[office@buxtonschool.org.uk](mailto:office@buxtonschool.org.uk)**