

## 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 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 bring 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.***

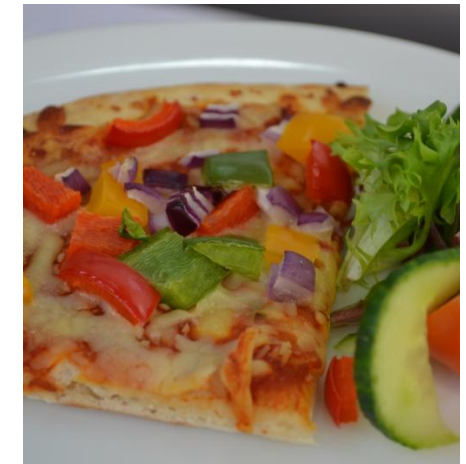
## **Packed Lunches**

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

Pupils 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.

Secondary pupils can supplement their packed lunch with items purchased in The Lunch Box if there is credit on their ParentPay account.

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



## **SCHOOL MEAL INFORMATION LEAFLET**

**SECONDARY PUPILS  
Years 7 to 11**

## 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 students with the opportunity to develop social skills while they enjoy eating with their peers. 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.



## SECONDARY— SCHOOL MEAL PAYMENTS



School dinner money should be paid **in advance** at the start of the week,

For a 'Meal Deal' (consisting of a hot meal or sandwich/wrap with a dessert, item or fresh fruit or fresh fruit juice drink,) the price is £2.20.

Therefore:

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

Meals are served in 'The Lunch Box', our school canteen, where students can choose from the menu selection. Pupils can purchase food items at breaktime (mid-morning) and/or lunchtime. The price list for items is displayed to the students.

### PARENTPAY

ParentPay is a secure online payment system for making payments to the school. To use ParentPay you must obtain a ParentPay activation letter for your child from the school office. You can make **instant online payments** to your ParentPay account using debit/credit cards. The minimum payment is £11.00.

Or you can 'top-up' at a local Pay Point shop using debit/credit cards or cash. However, please be aware that Pay Point payments will take up to 24 hours to show on your child's account. Details of the local Pay Points shops are available from school office or wherever you see this sign.

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



## Meal Credit

Any money remaining on your child's account (unused or overpaid) will be carried over as credit to the next school day/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.

## 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.**

We will notify you via email or text when your child's account is in arrears. We strongly recommend that you set **free email alerts** in your ParentPay account to warn you of a low-balance on your child's school meal account.

Please contact the school if you would like a daily maximum spending limit set on your child's account.

If you are experiencing difficulty making dinner money payments, please make an appointment to discuss this with us.

## 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, Primary Office:  
**Mrs Deborah Harouma**  
Tel: **020 8535 3425 x137**  
(9am—2pm)  
[office@buxtonschool.org.uk](mailto:office@buxtonschool.org.uk)