



# **The Northumberland Church of England Academy**

## **Free School Meals Policy**

### **1.0 Scope**

This policy outlines how the Northumberland Church of England Academy will implement the Northumberland County Council free school meals policy.

### **2.0 Procedure**

Free School Meals application forms are available from any campus of the Northumberland Church of England Academy or from:

FSM Office, Northumberland County Council, County Hall, Morpeth. NE61 2EF

Free school meals applications are administered by Northumberland County Council (NCC) and details of eligibility and the application process are available on the NCC website.

Parents should complete the Free School Meal application forms, which can be returned directly to the FSM Office at County Hall or to the learners Key Stage Administrator (Secondary learners) or Campus Admin Manager (Primary learners), who will forward the information on your behalf.

Forms should be returned as soon as possible with any copies of up-to-date information confirming benefits received, as this will help to quicken the process if the FSM Office is unable to access this information.

Learners will be unable to obtain free school meals until eligibility is confirmed by the FSM Office at County Hall. Until eligibility is confirmed, meals will have to be paid for.

To make the refund process easier, it is very important that parents/carers inform their child's Key Stage Administrator (Secondary learners) or Admin Manager (Primary learners) when they send a FSM application directly to County Hall. This will enable a procedure to be put in place, to record meals purchased from the Academy canteen by their son/daughter whilst eligibility is being confirmed. This information will be used as evidence if a refund is necessary.

The procedure involves providing the learner with a Meal Record Card which must be taken to the canteen every time they purchase a meal. The card will be stamped and dated by a member of catering staff and this will be used as a record to calculate any monies to be refunded. It is important that the card is stamped every time the learner purchases a meal, as refunds cannot be given for any meals not recorded on the card.

If the learner has purchased meals prior to the date of eligibility (which is decided by the FSM Office) these will not be refunded. Refunds will only be given for meals paid for from the date of eligibility and only at the current free school meal rates of £2.20 per day (Secondary) or £1.90 per day (Primary).