



# **Primary Academies Hot Meals Policy for the 2025/26 school year**

Richard Huish Trust



## Contents

1. Context.....	2
2. How to order .....	2
3. Free School Meals.....	2
4. Vouchers .....	2
5. Costs.....	2
6. Cancellations and refunds.....	3
7. No lunch .....	3
8. External visits .....	3

## **1. Context**

This policy operates in conjunction with each Academy's Healthy Schools policy, Food Safety policy, and Food Allergens policy.

At Huish, school dinners for our Primary Academies are prepared either on-site or at one of our Trust production kitchens and then transported to the Academy. Food service at each Academy is undertaken by qualified staff and regularly inspected and tested.

Food served in all maintained schools and academies in England must meet school food standards so that children have healthy, balanced diets.

These standards make sure that school lunches always include:

- one or more portions of fruit and vegetables every day
- one or more portions of starchy food, such as bread or pasta every day
- a portion of food containing milk or dairy every day
- a portion of meat or poultry on 3 or more days each week
- oily fish once or more every 3 weeks

They severely restrict foods high in fat, salt and sugar, as well as low quality reformed or reconstituted foods.

We operate a three-week menu cycle which is published to all families using the My Child At School app. Each day there are three options available: a main hot meal including pudding, a hot vegetarian option including pudding, and a lighter choice also including pudding. Yoghurt, bread and fruit are available each day.

Menus are reviewed each term by the central catering team, wherever possible the views of pupils and families are sought and given due consideration.

All dietary needs are catered for – these need to be shared with the Academy on your data collection form or as soon as a need arises. This information is then shared with catering staff, lunchtime staff, and other relevant adults. All allergens are clearly marked on the menu choices when ordering. Menus are published and displayed at each of our Academies. Once you have notified us of any allergens, we will inform the production kitchen, who will then ensure all meals are prepared appropriately.

## **2. How to order**

Orders need to be placed through the My Child At School app and paid for when ordering. Menus will be shared in advance with the cut off for placing orders being midnight of the Monday the week before.

## **3. Free School Meals**

Those in receipt of Free School Meals also place their orders through the My Child At School app, with no charge applied.

## **4. Vouchers**

Until such time as we are instructed differently by Government, those pupils in receipt of Free School Meals will receive an online voucher for holiday periods.

## **5. Costs**

Nursery: £2.70

Reception: Universal Infant Free School Meals, no cost

Key Stage One: Universal Infant Free School Meals, no costs  
Key Stage Two: £2.90

## **6. Cancellations and refunds**

The deadline for ordering meals is the Monday before the following week. You can cancel your order up to Thursday of the same week that you place the order.

If you cancel a meal by the deadline, we will raise a credit against your My Child At School account. Please note we do not give refunds once a meal order has been placed.

If any of our Academies have to close due to exceptional or unforeseen circumstances that are beyond their control, a credit will be given for that day's meal against your My Child At School account.

Should your child be unwell and unable to attend school on a day they have ordered a lunch, no credit or refund will be offered. The production kitchens need to purchase ingredients and ensure that staffing resources are in place, none of which can be adjusted outside of the cancellation window.

My Child At School credit balances cannot be transferred to another pupil's account. Any unspent credit balance at the end of year 6 will not be refunded. Balances at the end of years 3,4 and 5 will be carried forward to the following year.

## **7. No lunch**

At the taking of the register each morning, staff will check that each child knows what they are having for lunch and has a packed lunch box with them if needed.

Should the unlikely situation arise where a child does not have a lunch ordered or a packed lunch with them, a phone call home will be made asking the parent/carer to provide a lunch. Where this is not possible, the child will be given a spare hot meal if available or a basic sandwich if not. The charge for this meal will be added to your My Child At School account with prompt payment expected.

## **8. External visits**

Where children are off site for lunch, a packed lunch option can be provided. Details of this will be contained in the trip letter sent out at the time.