End of Year 2023

08

Dinner Money Housekeeping Routines

For School Administrative Staff

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Warwickshire County Council

Working for Warwickshire

PLEASE NOTE THAT THE PICTURES IN THIS HANDOUT MAY NOT NECESSARILY BE IN CORRILATION TO THE ACADEMIC YEAR YOU ARE CREATING. THEY ARE FOR INFORMATION ONLY

Universal Infant Free School Meals

From September 2014, all pupils in Reception, Year 1 and Year 2 in state-funded schools in England will be eligible for free school meals. This will include Academies, Free Schools, Pupil Referral Units as well as Maintained Schools. This has not changed and **all** Infant pupils, **Year R** to **Year 2** will still be eligible for a **UIFSM.**

NB: Existing entitlements to free school meals for disadvantaged pupils in nursery classes and at key stages 2-4 will continue as before, based on the existing free school meals eligibility criteria.

Following on from last year's issues with certain reports, we are confident that these have now been resolved.

Reconcile Pupil Balances

Before you start it is essential that all pupil and staff balances be reconciled before the end of the Academic year. However, it is more important that all your leavers have a **zero** balance. If necessary, any existing balances (either debit or credit) for your leavers can be transferred to siblings still at the school.

Any existing monies either credits or debits for your pupils who will be in school in the next academic year, can if necessary, be carried over to new academic year.

Produce appropriate letters for pupils with outstanding balances.

Amending Price Changes - Universal Infant Free School Meals

If you created these last year for your pupils and put an end date in, you can simply delete the end date as obviously there will still be a **0** charge for the next academic year.

If your school uses coloured meal patterns e.g. Red, Green etc., you will need to remove the end date from each of them.

Amending Price Changes - Pupils and Staff

For Junior and Primary schools for years 3, 4, 5, 6 and all Adult meals, we strongly recommend that you amend any price changes as soon as possible and certainly before the end of this academic year.

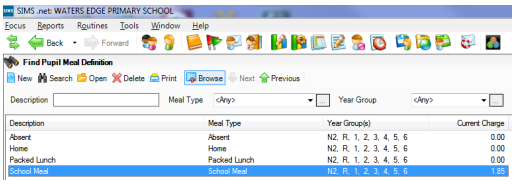
NB: If your school dinner charges are not changing from September, you can ignore the guidance below.

You will also need to amend price changes to **Adhoc** or **Other Sales** if used and appropriate.

1. Select **Tools / Dinner Money / Pupil Meal Definition**

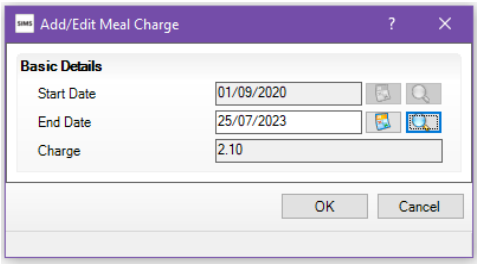
2. Search to view existing definitions.

3. **Highlight** and **Open** the appropriate **Meal Definition**.



4. Highlight the existing charge in the **Charges** panel.

5. Click **Open**.



6. Enter an End Date, e.g., the last day of the Summer term.

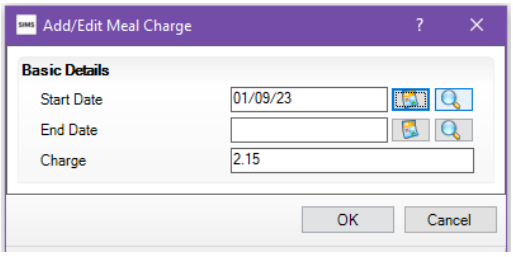
7. Click **OK.**

8. Click **New** to the right of the **Charges** panel.

9. Enter an appropriate **Start Date** (the date must be on or before the first day when the pupils will be back in school).

10. The **End Date** may be left blank.

11. Enter the new cost that the school will be charging.



12. Click **OK.**

13. Click **Save**.

Note: Once you have updated your pupil meal definition charges, you will need to edit the Staff Meal, Adhoc and Other Sales (If you use them) charges using the same method but using route **Tools / Dinner Money / Staff meal Definitions**.

Complete your banking in the usual way.

For further advice and guidance on running reports to assist you with reconciling credits/debits, please refer to your Dinner Money 7 manual.