

Dinner Money

Top Tips

Meal Types

'Meal Type' - the item that is selected on the Dinner Register to indicate the child's meal that day.

- All active meal types will be displayed as options when completing the Dinner Register. To prevent unnecessary meals from being displayed, mark them as inactive via **Tools | Lookups | Maintain**. For example, you may have a Christmas meal type that would be required only in December so it makes sense to make it inactive for the rest of the year.
- All active meal types must have at least one meal definition (including absent and home meal types), otherwise you will have issues when producing certain reports.
- You should not set up meal types for Free School Meals or Universal Infant Free School Meals. SIMS automatically takes into account if a pupil is eligible for either free meal from data entered elsewhere in SIMS and will handle charges appropriately.
- You do not need to set up a vegetarian (or similar) meal type. Vegetarian and other specific dietary requirements are entered in the **Medical** panel of the **Pupil Details** page and will be taken into account by Dinner Money.

Meal Definitions

'Meal Definition' - used by SIMS to calculate the correct price for each meal taken.

- You must enter at least one meal definition for each active meal type, even if the meal type has no charge.
- When you know that a meal price is changing on a date in the future, this can be entered as soon as it is known. When the **Start Date** arrives, the system will move onto the new charge. This reduces the risk of forgetting to make the change and then having to backdate the changes.



Sooner rather than later...

If you are aware of upcoming changes to meal patterns or meal charges, or future planned absences, enter them as soon as you find out rather than waiting until they take effect. This avoids having to backdate the changes.

Universal Infant Free School Meals

It is worth noting that, according to the government rules, funding for UIFSM is based on the number of children with a **Year Taught In** of **R, 1 and 2** (this is not based on age) who take a school meal on Census Day.

Processing Meals

When you are processing a batch of payments and a payment is entered for any pupils eligible for FSMs, the dialog to the right is displayed. Normally, you would not select the check boxes.

If you do not select the check box for a pupil, any money will simply be credited to their account and FSMs will continue to be processed as normal. An example would be making a payment to clear arrears.

If you select the check box for a pupil, this will indicate to SIMS that FSMs have been declined until the balance is used up. This can cause the pupil to appear incorrectly in reports and show changes when not expected to. Unless the pupil is intending to pay for meals during a period of FSM eligibility, do not select this check box.

Pupil Name	Class
<input type="checkbox"/> Amos, Stephanie	PINE
<input type="checkbox"/> Cardy, Carly	PINE