Free School Meals in SIMS Dinner Money

Adding/Editing FSM Eligibility

During a period of free school meal eligibility, any school meals recorded are not charged to the pupil and are recorded automatically as free. Therefore, it is not necessary to create a 'Free Meal' type for this purpose. This also has the advantage that, where the Dinner Register is completed in the classroom, other pupils and members of staff cannot see this information.

NOTE: The FSM numbers on the Catering Return and Dinner Numbers by Week reports are calculated directly from the FSM eligibility and not from the price of the meal, e.g. where a meal is set up with a zero charge.

If free school meal dates are backdated, any charged meals will be changed to free. The school can choose how they wish to handle any consequent pupil credits if the pupil has already paid for these meals, e.g. a refund in Additional Transactions.

1. On the appropriate **Pupil Details** page, click the **Dietary** hyperlink to display the **Dietary** panel.

2. Click the **New** button adjacent to the **Eligible for Free Meals** section to add a free school meal record or highlight an existing entry and click the **Open** button to display the **Add/Edit Free Meal Details** dialog.

3. Select the **Start Date** and **End Date** (if known) for the free school meal period by clicking the **Calendar** buttons and selecting the required dates.

4. Click the **OK** button to close the dialog then click the **Save** button to save the changes.

Producing FSM Expiry Letters and Reports

Producing FSM Expiry Letters

This option enables you to produce letters that can be sent to parents to remind them to re-apply for free school meals when their child's review date is due.

1. Select **Reports** | **Dinner Money** | **Letters** | **Free School Meal Expiry** to display the **Criteria for Free School Meal Expiry Letter** dialog.

2. Define the expiration period that you wish the letters to cover by selecting the **Start Date** and **End Date**. Dates can be selected only within a single academic year.

    *NOTE: By default, the date range is from today's date to the date determined by the number of **Days in Advance** defined in the **Free School Meal Eligibility** reminder (if this has been defined).*

    Dates can be selected by clicking the **Calendar** or **Search** button and selecting the required date, or by entering them manually.

3. Click the **Continue** button.

4. Select the required print criteria and click the **OK** button to produce the letters.

    NOTE: If the system does not detect any free school meal eligibility review dates in the given date range, a message is displayed.

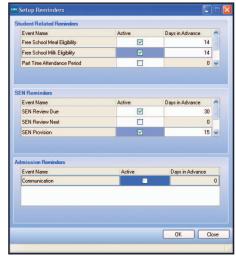### Viewing the Free School Meal Current Report

A predefined report is provided in the Reporting area of SIMS to produce a list of all the pupils who are currently eligible for free school meals. This displays the pupil's name, year, reg. group and free school meal entitlement from and to dates.

1. To run the report, select **Reports** | **Run Report**.

2. In the **Report** browser, navigate to **Focus** | **Student** | **Free School Meal Current Report**.

3. Click the **Run** button.

4. Define the required parameters for the report and click the **OK** button.

Setting up FSM Eligibility Reminders

Reminders can be set up to notify you when a free school meal expiry deadline is about to be reached. This enables you to carry out appropriate actions prior to the due date. Once set up, reminders are displayed in the **My Reminders** panel of your **Home Page**. Please refer to the *Using the SIMS Home Page* Quick Reference Sheet for more information on setting up panels on your **Home Page**.

1. Select **Focus** | **Alerts** | **Setup Reminders** to display the **Setup Reminders** dialog.

2. In the **Student Related Reminders** panel, select the **Active** check box adjacent to **Free School Meal Eligibility**. The **Days in Advance** field turns red, indicating that it needs to be populated.

3. In the **Days in Advance** cell, enter the number of days in advance that you want the alert to be displayed (the cell background changes to white).

4. Click the **OK** button.

Viewing FSM on the Dinner Register

The Dinner Register can be completed via the **Take Register** area of SIMS (recommended for classroom use, where Attendance is recorded daily) or via **Focus** | **Dinner Money** | **Edit Pupil Meals** (recommended for office use). Free school meal eligibility is not displayed when the Dinner Register is accessed via **Focus** | **Dinner Money** | **Record Pupil Meals**, in order to avoid classroom display.

To view pupils free school meal eligibility in the Dinner Register:

1. Select **Focus** | **Dinner Money** | **Edit Pupil Meals** (or **Focus** | **Attendance** | **Edit Marks**) to display the **Edit Marks** browser.

2. Search for and select the appropriate group of pupils using the search criteria offered.

3. A green triangle is displayed in the cells of any pupils who are eligible for free school meals. The cell tool tip (displayed when you hover the mouse over the cell) displays the text **FSM eligible**.
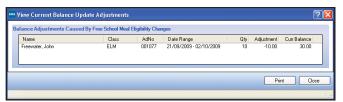
Recording Meal Payments

This section describes the process of recording payments where some pupils are eligible for free school meals.
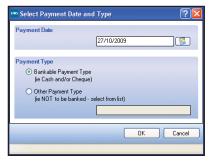
1. Select **Focus | Dinner Money | Pupil Payments**.

   If any backdated FSM eligibility records have been added where this has an impact on balances, the **View Current Balance Update Adjustments** dialog is displayed, providing details.

   This can be printed by clicking the **Print** button. Click the **Close** button to continue.
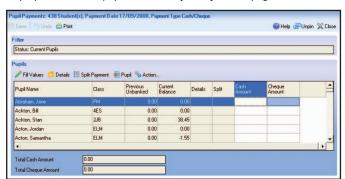
   The **Select Payment Date and Type** dialog is displayed.

2. Enter the **Payment Date** or click the **Calendar** button and select the appropriate date.

   NOTE: Dates in the past can be entered, but future dates cannot. The date must fall within the current academic year.

3. Select a radio button to indicate the **Payment Type**. If the **Other Payment Type** radio button is selected, select the type from the drop-down list, which is displayed when this radio button is selected, e.g. **Direct Debit**.

4. Click the **OK** button to display the **Find Pupils** browser.

5. Select the appropriate search criteria and click the **Search** button to display the selected pupils on the **Pupil Payments** page.

   The **Filter** panel displays the search criteria used to select the pupils and is read-only.

   NOTE: Where **Other Payment Type** is being entered, a single **Amount** column is displayed.

   Where the value of the majority of payments are the same, it may be quicker to enter the same amount for every pupil and then edit the individual exceptions.

   If you wish to view FSM eligibility, right-click anywhere on the grid and select **Display | FSM Eligible**. An additional column is displayed, showing FSM in the appropriate pupil's line(s).

6. To flood fill a column with a single value, highlight the column and click the **Fill Values** button to display the **Fill Values** dialog.

7. Enter the value to be entered for all pupils and click the **OK** button.

   NOTE: When entering values for bankable payment types, if some payments have been received by the alternative method, e.g. you have flood filled the **Cash Amount** column but some payments have

been received by cheque, edit the amounts for the relevant individuals to **0.00**, then save the changes. The other payments must be added in a new session as it is not possible to enter a value in both the **Cash Amount** and **Cheque Amount** columns on the same page.

8. To add amounts for individual pupils:
   - If entering payments by cash or cheque, enter the value of the payment by clicking in the **Cash Amount** or **Cheque Amount** column on the appropriate row and entering the value.
   - The **Total Cash Amount** and **Total Cheque Amount** fields are updated as values are entered on the page.
   - If entering payments by other payment type, enter the value of the payment by clicking the **Amount** column on the appropriate row and entering the value.

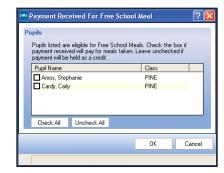   The **Total Amount** field is updated as values are entered on the page.

9. Click the **Save** button to save the changes and to display the **Select Payments Save Mode** dialog.

   NOTE: The **Save Only** option is available for bankable payment types only, i.e. cash or cheque.

   - To save the payments and confirm them as ready for banking and updating current balances, select the **Save & Confirm** radio button. This action confirms that the totals have been verified.

     NOTE: Confirmed payments are recorded in the Audit Log and cannot be edited or deleted. They can be reversed, if required, using an Additional Transaction, up until the point at which they are banked.

     If any payments have been made for a pupil who is eligible for free school meals, the **Payment Received for Free School Meal** dialog is displayed.

   If any pupils listed are choosing to pay for the school meal despite their free school meal eligibility, select the check box adjacent to their name. School meals then recorded, up to the value of the payment, will be shown as paid for, rather than free on the Pupil Statement. This is recorded as a 'FSM Declined Flag' in the database, until the value of the payment is offset by meals taken. If the check box is left blank, the payment made will be held as a credit.

   - To save the payments without confirming them and without updating current balances, select the **Save Only** radio button.

     NOTE: You will be unable to bank payments until they have been confirmed. To confirm the payments at a later date, search for the already entered payments, save them again and select the **Save & Confirm** radio button.

10. Click the **OK** button.

SIMS