

Increasing Meal Prices in SIMS

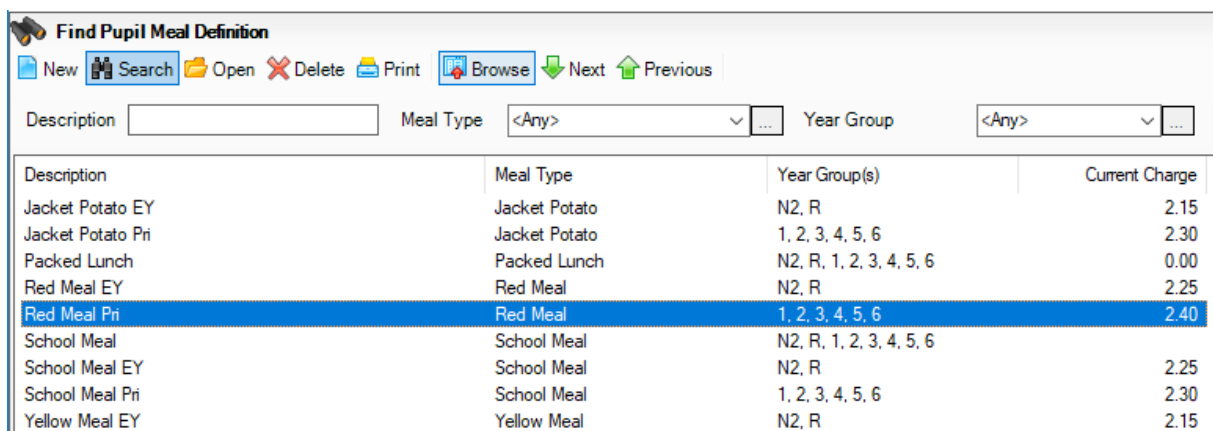
Herts Catering Ltd have sent all of their schools a letter informing them that as of 6th April 2019 there will be a change in the charging price for meals. This is the price Herts Catering charge the school for meals and schools are reminded that they can set their own prices.

From April 6th the standard cost of school meals for junior age pupils (Years 3-6) will be £2.50, the cost of Nursery age meals will remain at £2.25, adult meals will rise to £3.50 and adult 'main course only' meals will now cost £2.50. Please note that the cost highlighted for infant meals in the letter is the amount that Herts Catering charge schools and not parents, this is taken from your Universal Infant Free School Meal funding so is NOT added into SIMS.

Please follow the steps below to ensure your SIMS database reflects these changes. They MUST be carried out before 6th April.

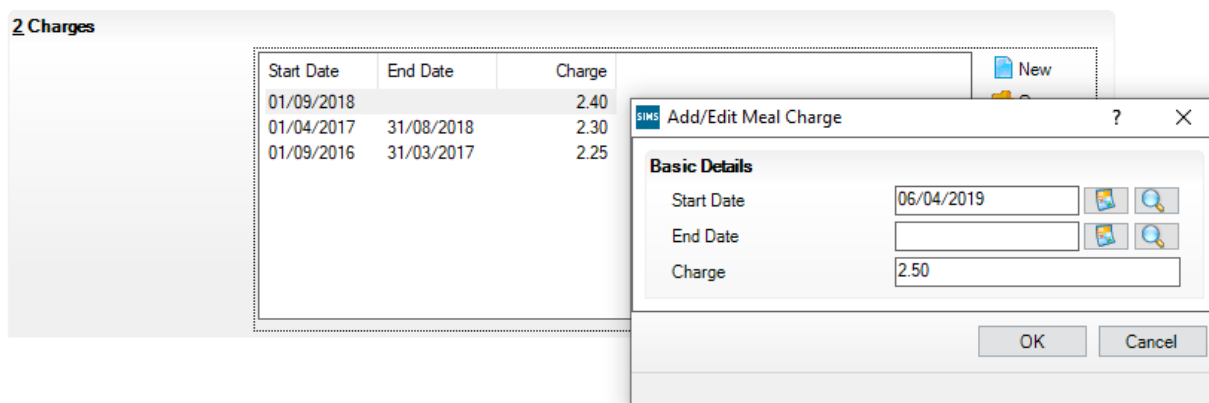
Please note: Some schools have opted to charge the additional 10p for pupil meals. The same process will follow but you will just add £2.60 and so on.

1. **If** you have a Nursery at your school and therefore the EY and Pri meal setup then please follow the steps below. If you do not have a Nursery or do not have EY and Pri meals set up then follow the instructions from step 1 on **page 2**.
2. Select **Tools > Dinner Money > Pupil Meal Definitions** and click **Search**.



Description	Meal Type	Year Group(s)	Current Charge
Jacket Potato EY	Jacket Potato	N2, R	2.15
Jacket Potato Pri	Jacket Potato	1, 2, 3, 4, 5, 6	2.30
Packed Lunch	Packed Lunch	N2, R, 1, 2, 3, 4, 5, 6	0.00
Red Meal EY	Red Meal	N2, R	2.25
Red Meal Pri	Red Meal	1, 2, 3, 4, 5, 6	2.40
School Meal	School Meal	N2, R, 1, 2, 3, 4, 5, 6	
School Meal EY	School Meal	N2, R	2.25
School Meal Pri	School Meal	1, 2, 3, 4, 5, 6	2.30
Yellow Meal EY	Yellow Meal	N2, R	2.15

3. **Double click** on **Red Meal Pri** to open
4. Go to hyperlink 2, **Charges** and click **New** on the right hand side.
5. Enter a start date of **06/04/2019** and your new charge. Click **OK**. This will automatically put an end date into the old price (yours may look different to the image below). Your school may already be charging more than £2.40, in which case just increase the price as necessary.



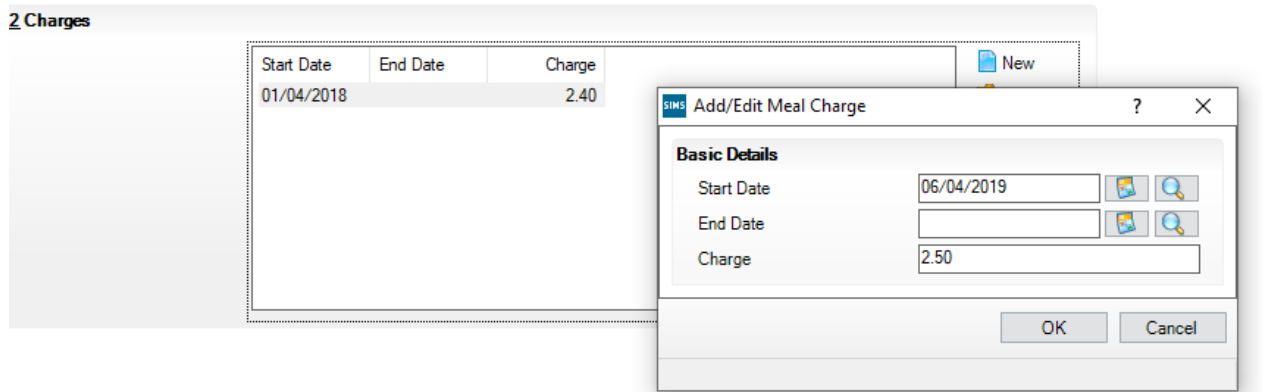
6. Click **Save** at the top of the page.
7. If you need to adjust the prices for Nursery meals then click **Browse** and **double click** on **Red Meal EY** to open.
8. Repeat steps 4 to 6, adding in the appropriate price. **Please note, SIMS knows not to charge any pupils eligible for Universal Infant Free School Meals regardless of the price that is entered.**
9. If you use pupil choice options you will now have to repeat the above process for your **Green Meal, Yellow Meal** and any other options your school offer. We also advise updating prices for your default **School Meal** option as this is used for charge forecast letters.

If your School DOES NOT have a Nursery or an EY/Pri meal setup, then follow the steps below.

1. Select **Tools > Dinner Money > Pupil Meal Definitions** and **Search**.

Description	Meal Type	Year Group(s)	Current Charge
Absent	Absent	N2, R, 1, 2, 3, 4, 5, 6	0.00
Absent N1	Absent	N1	0.00
Blue Meal	Blue Meal	R, 1, 2, 3, 4, 5, 6	2.40
Green Meal	Green Meal	R, 1, 2, 3, 4, 5, 6	
Home	Home	N2, R, 1, 2, 3, 4, 5, 6	0.00
Packed Lunch	Packed Lunch	N2, R, 1, 2, 3, 4, 5, 6	0.00
Red Meal	Red Meal	R, 1, 2, 3, 4, 5, 6	2.40

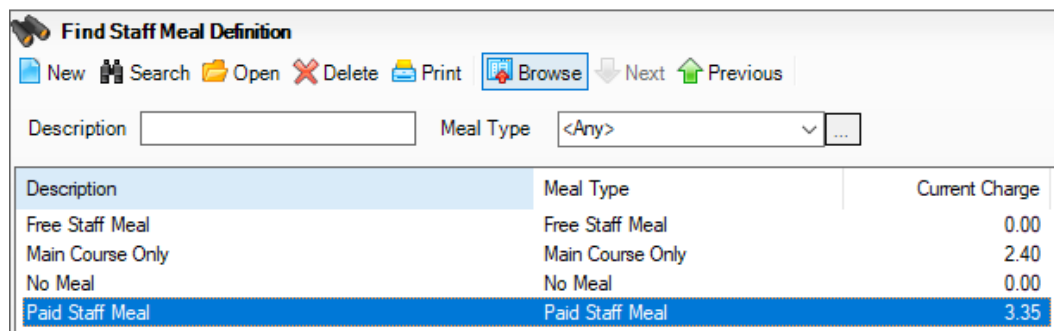
2. **Double click** on **Red Meal** to open.
3. Go to hyperlink 2, **Charges**. Click **New** on the right hand side.
4. Enter a start date of **06/04/2019** and your new charge. Click **OK**. This will automatically put an end date in to the old meal charge. Your school may already be charging more than £2.40, in which case just increase the price as necessary.



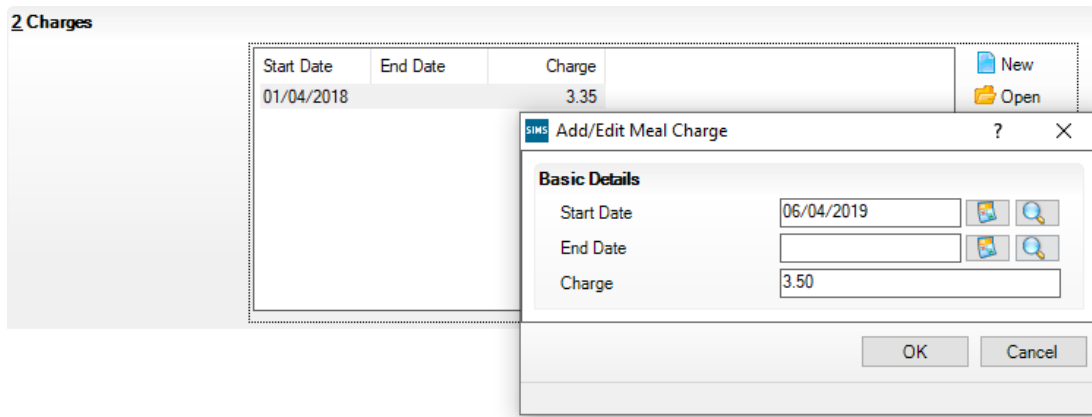
5. **Save** the record at the top of the page. **Please note, SIMS knows not to charge any pupils eligible for Universal Infant Free School Meals regardless of the price that is entered.**
6. Select **Browse** at the top of the page and repeat steps 2-5 for **Green Meal, Yellow Meal, School Meal** and/or any other meal types that you have set up. We also advise updating prices for your default **School Meal** option as this is used for charge forecast letters.
7. Click **Close** to close the page after saving.

You may also need to increase prices for **Staff** and **Adhoc** meals:

1. Go to **Tools > Dinner Money > Staff Meal Definitions** and click **Search**.
2. **Double click** on your **Paid Staff Meal** option to open.



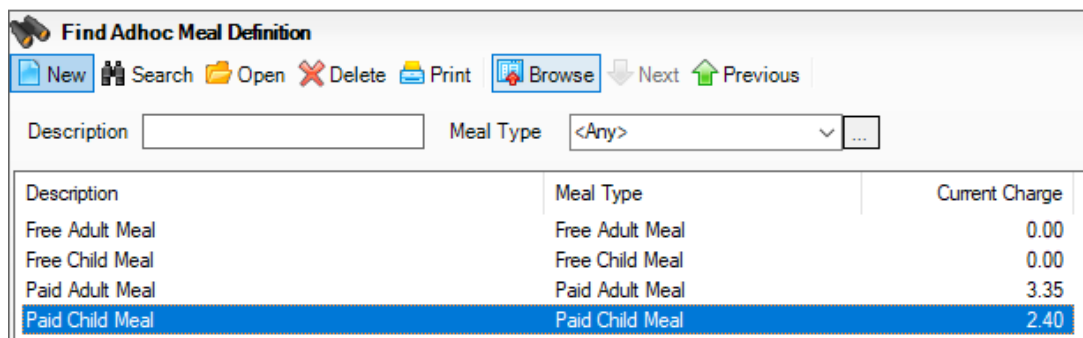
3. Go to hyperlink 2, **Charges** and click **New** on the right hand side.
4. Enter a start date of **06/04/2019** and your new charge. Click **OK**. This will automatically put an end date in to the old meal charge. This price includes VAT.



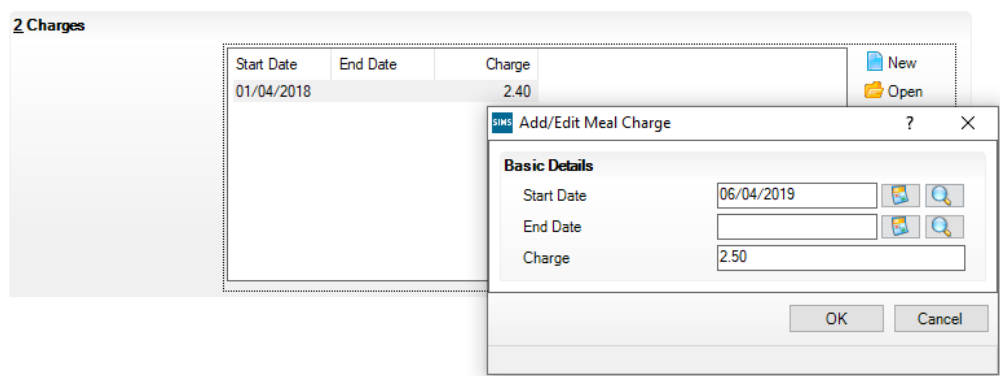
5. Click **Save** at the top of the page and then **Browse**. You will need to repeat steps 2-5 for your **Main Course Only** option and any other staff meal options you use. Please note: The Herts Catering **Main Course Only** charging price is **£2.50**.
6. Click **Close** to close the page after saving.

To change prices for your **Adhoc** meals:

1. Go to **Tools > Dinner Money > Adhoc Meal Definitions** and click **Search**.
2. **Double Click** on **Paid Child Meal** to open.



3. Go to hyperlink 2, **Charges**. Click **New** on the right hand side.
4. Enter a start date of **06/04/2019** and your new charge. Click **OK**. This will automatically put an end date in to the old meal charge. Your school may already be charging more than £2.40, in which case just increase the price as necessary.



5. Click **Save** at the top of the page and then **Browse**.

6. **Double click** on your **Paid Adult Meal** option. Repeat steps 3-5 ensuring you enter a your new adult meal price. Adjust any other adhoc meal prices if necessary.
7. Click **Close** to close the page after saving.

If you have any problems or queries, please contact

ICT SERVICE DESK

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