CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Ysgol Cybi

Up Front Payment for Primary School Meals Policy

Version 1.4 April 2022

Date adopted by Governing Board *(should also be recorded in the minutes of the meeting where it was accepted and adopted)*	
Chair of Governors (signature)	
Headteacher (signature)	
Date of review *(3 years from adoption, unless policy updated by LA)*	

This Policy is supported by resources on

https://hwb.gov.wales/

1.0 Introduction

This policy is to highlight the need for parents to pay upfront for school meals at their primary schools, in previous years, the Local Authority has had to cover aggregated debts of tens of thousands of pounds.

2.0 Who does this policy apply to?

This policy applies to all pupils who are not eligible for a free school meal and who do not bring a packed lunch to school.

3.0 General

This Policy ensures that, other than where there is an entitlement to free school meals, parents or carers pay in advance for children's meals.

If a parent or carer genuinely forgets to pay in advance, the school may grant a debt allowance of ten meals. This is a matter for the discretion of the Headteacher.

If after the allowance of ten meals the parent or carer continues to send their child to school without either payment or a packed lunch, the school may consider this as a welfare matter which may require the involvement of Children's Services.

4.0 Process

a) All schools are to ensure that the Policy Letter for school meals is provided to all new parents and to all parents at the beginning of the academic year. *(Appendix A)
b) The school will contact the parent / carer if a child attends school and has no packed lunch or no means of payment for the school meal and is not entitled to a free school meal.
c) If no payment has been received and the debt is the cost of 5 meals the school will issue a PY18 Letter to the parents / carers*(Appendix B)
d) If no payment has been made by lunchtime on the following school day the school will contact the parent / carer to discuss this.
e) If no payment has been made and the debt has now increased to 10 meals the school will issue a PY19 Letter to the parent.* (Appendix C)
f) The school will need to complete a PY21 form for debts of 10 meals or over *(Appendix D), and *(Appendix E) when requesting the transfer of the debt. The school will need to ensure that all steps identified in Appendix E have been followed before completing the PY21 form. Both forms to be emailed to the Learning Services: AddysgEducation@ynysmon.gov.uk .
g) If after receiving these letters the parent continues to send a child to school with no payment or a packed lunch this will be considered as a welfare matter which may require the involvement of Children's Services.

5.0 Entitlement to a Free School Meal (FSM)

The Headteacher can only allow pupils to have a free school meal once the Benefits Service have confirmed eligibility and the appropriate application forms have been completed by the parent or guardian concerned.

Free school meal entitlement is qualified through the parent / guardian being in receipt of one of the following pass ported benefits: -

a) Income support.
b) Income based job seekers allowance.
c) Support under part VI of the immigration and asylum Act 1999.
d) Income related employment and support allowance.
e) Child Tax Credit provided they are not entitled to working tax credit and their annual income does not exceed the set threshold. (HM Revenue and Customs are responsible for assessing the level of annual income).
f) Guarantee element of state pension credit.
g) Working tax credit 'run on' the payment someone may receive for a further four weeks after they stop qualifying for working tax credit.
h) Universal Credit with take home earnings from work of no more than £7,400 per year (as calculated for Universal Credits purposes).

If a parent / carer believe that their children may qualify for entitlement for free school meals, they should be advised to contact the Isle of Anglesey County Council Revenue and Benefits Service for more details on 01248 750057 (choosing option 3 and then option 1). This allowance is a statutory right and it is important that a claim is made for their children.

To ensure that the Authority support families in times of hardship and uncertainty FSM entitlement will be backdated to the period determined by the Revenue and Benefits Service and any debts for Meals provided in this time frame will no longer be pursued.

For parents / guardians who are in receipt of Housing Benefit or Council Tax Reduction, the Revenue and Benefits Service will be informed where a parent / guardian is no longer in receipt of the above pass ported benefits.

From 1 April 2019 a scheme of transitional protection has applied for FSM. This scheme protects-

- children in receipt of FSM on 31 March 2019 where parents /carers have to submit a new claim for FSM for those children after 1 April 2019 as their personal circumstances

have changed. This might have led them to losing their entitlement to the pass ported benefits listed above or their Universal Credit increases beyond the threshold of £7,400 per year (as calculated for Universal Credit purposes).

This transitional protection will continue to protect the children's FSM until they leave primary school. The transitional protection does not continue from primary to the secondary school. It should be noted, that the transitional protection scheme protects the children even if they move property outside the school and authority catchment area – the protection moves with them (within Wales).

No child will therefore lose their entitlement to FSM as long as they were in receipt of FSM on 31 March 2019 and they can move from transitional protection to eligibility for FSM and vice versa. It should be noted however, this can lead to a situation where one child in family will get FSM and the other does not. For example –

- Family with 2 children. 1 in primary school and the other is not yet at primary school age
- Child A has an entitlement to FSM on 31 March 2019 so is transitionally protected
- The situation for their parents / carers change on the 1 May 2019 and their earnings increase to £25,000
- Entitlement to FSM for child A finishes but transitional protection will be applied
- This means eligibility for FSM will continue until the end of primary school
- In September 2020 child 2 starts primary school
- As there is no core entitlement to FSM at that point child 2 is not entitled
- As child 2 has not been awarded transitional protection no FSM can be applied

Universal Credit claims

In situations where a claim for Universal Credit is pending the Revenue and Benefits Service will provide the Schools with a weekly report detailing the children where a claim for Free School Meals has been submitted but cannot be determined until the Universal Credit claim is approved.

For children named on the list, the schools can then decide to provide a Free School Meals to the child / children. The entitlement will not be awarded via the Benefits system and will not count for the PLASC or to passport to School Uniform Grant. Any referrals to the benefit section from parents / guardians in this case will be forwarded to the individual school for consideration.

In situations where the parent / guardian has claimed Universal Credit and then Free School Meals but has not made a claim for Housing Benefit / Council Tax Reduction the Revenue and

Benefits Service will not have access to the progress of their Universal Credit claim. In such situations the schools should ask the parent / guardian for evidence of submitting a claim for Universal Credit before deciding whether to allow Free School Meals or not. The school will need to forward details of these cases to the Revenue and Benefits section in order to monitor the progress of these claims. If the school identifies such claims before the Revenue and Benefits Service do so then they should direct them to complete a Free School Meals form. Award of Free School Meals pending a Universal Credit decision is at the discretion of the schools. Should there be cases where the claim for Universal Credit had either been unsuccessful or the wages is above the threshold then arrangements for payment of school meals need to be in place. The Revenue and Benefits Service will inform the school of such cases.

6.0 Current Debt

The Council's Income section can support parents who have a large amount of debt by providing an option to repay the debt over an agreed period of time, whilst ensuing that no further debt is created. Should parents wish to take up this option, **they should contact the Income Section.** 01248 750057 (choosing option 3). **The school should not accept payment of debt by instalments by parents / carers if the debt has been transferred to the Authority please note the debt can't be transferred to the Authority unless the necessary procedures have been followed in this policy.**

7.0 Refunds

Refunds should only be given in the following circumstances:

- When entitlement to free school meals overlaps a period when the parent / carer has been paying for the meals.
- When parents / carers have paid for meals in advance and are subsequently in credit at the end of the term due to pupil absences.

Any amounts over £10.00 will be refunded by the Local Authority, any refunds to be done through the online payment system can be done within 180 days of initial date of payments.

Appendix E

Checklist for school meal debt

1. Has the school contacted the parent through a reminder note or telephone call following a pupil arriving at school with no payment for a school meal or a packed lunch?

Comments:-

*(If you have not sent a reminder to the parent, please do so).

2. If the debt has accumulated to 5 meals and the parent has not provided money to the school or paid online, the school are to send the PY18 letter to the parent and to arrange a time to meet and discuss this with them.

Comments:-

*(Please note all that was discussed with the parent, please include any issues that they may have with providing payment.)

3. If payment has not arrived at the school and the debt has increased to 10 meals please send a PY19 letter to the parent, and the school will also need to arrange to meet again with the parent to discuss this matter.

Comments:-

If the child continues to come to the school without money or a packed lunch, please complete this form and send it to the school's Welfare Officer and to the Learning Service AddysgEducation@anglesey.gov.uk along with the PY21.

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COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Ysgol Cybi, Caergybi

Polisi Talu Ymlaen Llaw am Brydau Cynradd

Fersiwn 1.4 Ebrill 2022

Dyddiad wedi ei fabwysiadu gan y Corff Llywodraethu *(bydd hefyd angen cofnodi hyn yng nghofnodion y cyfarfod lle cafodd ei dderbyn a'i fabwysiadu)*	25/5/22
Cadeirydd y Llywodraethwyr (llofnod)	
Pennaeth (llofnod)	
Dyddiad adolygu *(3 mlynedd o fabwysiadu, os nad yw wedi ei ddiweddaru gan yr ALl)*	Tymor yr Haf 2025

Mae'r polisi yma yn cael ei gefnogi gan adnoddau ar https://hwb.gov.wales/

1.0 Cyflwyniad

Polisi yw hwn i amlygu'r angen i rieni dalu ymlaen llaw am brydau ysgol mewn ysgolion cynradd. Yn y gorffennol, mae'r Awdurdod Lleol wedi gorfod cwmpasu dyledion agregedig o filoedd o bunnoedd.

2.0 I bwy mae'r polisi hwn yn berthnasol?

Mae'r polisi hwn yn berthnasol i bob disgybl nad yw'n gymwys ar gyfer prydau ysgol am ddim ac nad yw'n dod â phecyn bwyd i'r ysgol.

3.0 Cyffredinol

Mae'r Polisi yma yn bodoli er mwyn sicrhau, oni bai bod hawl am brydau ysgol am ddim, bod rhieni neu ofalwyr yn talu ymlaen llaw am brydau eu plant.

Os yw rhiant neu ofalwr wir yn anghofio talu o flaen llaw, gall yr ysgol roi lwfans dyled o ddeng pryd iddynt. Mae hyn dan ddisgresiwn y Pennaeth.

Os bydd y rhiant neu'r gofalwr yn parhau i anfon eu plentyn i'r ysgol heb daliad neu becyn bwyd ar ôl y deg diwrnod hyn, mae'n bosibl y bydd yr ysgol yn ei ystyried fel mater lles, a allai olygu bod angen cynnwys Gwasanaethau Plant.

4.0 Proses

a) Mae'n rhaid i bob ysgol sicrhau y darperir y Llythyr Polisi prydau ysgol i bob rhiant sy'n newydd i'r ysgol ac i'r holl rieni ar ddechrau'r flwyddyn academaidd. *(Atodiad A)

b) Bydd yr ysgol yn cysylltu â'r rhiant / gofalwr os bydd plentyn yn mynychu'r ysgol heb becyn bwyd neu unrhyw ffordd o dalu am bryd ysgol.

c) Os na dderbynnir taliad a bod y ddyled werth cost 5 pryd, bydd yr ysgol yn rhoi Llythyr PY18 i'r rhieni / gofalwyr* (Atodiad B)

ch) Os na fydd taliad wedi ei wneud erbyn amser cinio ar y diwrnod ysgol dilynol, bydd yr ysgol yn cysylltu â'r rhiant / gofalwr i drafod hyn.

d) Os na wneir unrhyw daliad ac os yw'r ddyled bellach wedi cynyddu i 10 pryd, bydd yr ysgol yn rhoi Llythyr PY19 i'r rhiant.* (Atodiad C)

dd) Mae angen i'r ysgol gwblhau'r ffurflen PY21 am ddyledion o 10 pryd neu fwy *(Atodiad D), ac *(Atodiad E) er mwyn trosglwyddo'r ddyled. Bydd rhaid i'r ysgol sicrhau bod pob cam a adnabyddir yn Atodiad E wedi cael ei ddilyn cyn cwblhau'r ffurflen PY21. Dylid e-bostio'r ddwy ffurflen at y Gwasanaeth Dysgu: AddysgEducation@ynysmon.gov.uk.

e) Os yw'r rhiant yn parhau i anfon y plentyn i'r ysgol heb daliad na phecyn bwyd ar ôl derbyn y llythyrau hyn, mae'n bosibl y bydd yr ysgol yn ystyried hyn fel mater lles, a allai olygu bod angen cynnwys Gwasanaethau Plant.

f)

5.0 Hawl i Brydau Ysgol am Ddim (PYD)

Ni all y Pennaeth ond caniatáu i ddisgyblion gael prydau ysgol am ddim unwaith y bydd y Gwasanaeth Budd-daliadau wedi cadarnhau eu hawl ac unwaith y cwblheir y ffurflenni cais priodol gan y rhiant neu'r gwarcheidwad cysylltiedig.

Mae hawl i brydau ysgol am ddim yn gymwys os yw'r rhiant / gwarcheidwad yn derbyn un o'r budd-daliadau porthol canlynol:

a) Cynhaliaeth incwm.
b) Lwfans chwilio am waith incwm-seiliedig.
c) Cefnogaeth o dan ran VI o Ddeddf Mewnfudo a Lloches 1999.
ch) Cyflogaeth incwm-berthynol a lwfans cynhaliaeth.
d) Credyd Treth Plant os nad oes ganddynt hawl i gredyd treth weithio ac os nad yw eu hincwm blynyddol yn fwy na'r hyn sy'n cael ei nodi fel trothwy. (Mae Cyllid y Wlad EM yn gyfrifol am asesu lefel incwm blynyddol).
dd) Elfen a warentir o gredyd pensiwn y wladwriaeth.
e) Credyd treth weithio 'rhedeg ymlaen', y taliad y gall rhywun ei dderbyn am bedair wythnos wedi iddynt beidio â bod yn gymwys am gredyd treth weithio.
f) Credyd Cynhwysol gyda chyflog ar ôl didyniadau o ddim mwy na £7,400 y flwyddyn (fel yr aseswyd er pwrpas Credyd Cynhwysol).

Os yw rhiant / gofalwr yn credu y gall eu plant fod yn gymwys am yr hawl i brydau ysgol am ddim, dylid eu cynghori i gysylltu â Gwasanaeth Refeniw a Budd-daliadau Cyngor Sir Ynys Môn am fwy o fanylion ar 01248 750057 (dewis opsiwn 3 ac yna opsiwn 1). Mae'r lwfans hwn yn hawl statudol ac mae'n bwysig bod hawliad yn cael ei wneud ar gyfer eu plant.

Er mwyn sicrhau bod yr Awdurdod yn cefnogi teuluoedd mewn adegau o galedi ac ansicrwydd, bydd hawl PYD yn cael ei ôl-ddyddio i'r cyfnod a bennir gan yr adran Cyllid a Gwasanaeth Refeniw a Budd-daliadau ac ni eir ar ôl unrhyw ddyledion am brydau a ddarperir yn y ffrâm amser hon mwyach.

I rieni / gwarcheidwaid sy'n derbyn Budd-dal Tai neu Leihad yn Nhreth y Cyngor, hysbysir y Gwasanaeth Refeniw a Budd-daliadau lle nad yw rhiant / gwarcheidwad bellach yn derbyn y budd-daliadau porthol uchod.

O'r 1 Ebrill 2019, mae cynllun o ddiogelwch trosiannol wedi cael ei roi ar waith ar gyfer PYD. Mae'r cynllun hwn yn amddiffyn –

- Plant sy'n derbyn PYD ar 31 Mawrth 2019 lle mae'n rhaid i rieni/gofalwyr gyflwyno hawliad newydd am PYD ar gyfer y plant hynny ar ôl 1 Ebrill 2019 gan fod eu hamgylchiadau personol wedi newid. Gall hyn fod wedi arwain atynt yn colli eu cymhwystra i'r budd-daliadau porthol a restrir uchod neu fod eu Credyd Cynhwysol yn cynyddu tu hwnt i'r trothwy o £7,400 y flwyddyn (fel y cyfrifir at ddibenion Credyd Cynhwysol).

Bydd y diogelwch trosiannol hwn yn parhau i amddiffyn PYD plant tan y byddant yn gadael yr ysgol gynradd. Nid yw'r diogelwch trosiannol yn parhau o'r ysgol gynradd i'r uwchradd. Dylid nodi bod y cynllun yn

amddiffyn y plant hyd yn oed os ydynt yn symud tŷ i du allan i ddalgylch yr ysgol a'r awdurdod – bydd y diogelwch yn symud gyda nhw (o fewn Cymru).

Felly ni fydd unrhyw blentyn yn colli eu hawl am BYD cyn belled â'u bod yn eu derbyn ar 31 Mawrth 2019 a gallent symud o ddiogelwch trosiannol i gymhwystra PYD a *vice versa*. Fodd bynnag, dylid nodi y gall hyn arwain at sefyllfa lle byddai un plentyn mewn teulu yn derbyn PYD a'r llall ddim. Er enghraifft –

- Teulu gyda 2 o blant, 1 yn yr ysgol gynradd a'r llall ddim o oedran ysgol gynradd eto
- Plentyn A yn gymwys am PYD ar 31 Mawrth 2019 felly wedi ei amddiffyn yn drosiannol
- Mae sefyllfa eu rhieni / gofalwyr yn newid ar 1 Mai 2019 a'u henillion yn codi i £25,000
- Mae hawl plentyn A am PYD yn gorffen, ond bydd y diogelwch trosiannol yn cael ei roi ar waith
- Mae hyn yn golygu y bydd yr hawl i PYD yn parhau tan ddiwedd cyfnod y plentyn yn yr ysgol gynradd
- Mae plentyn 2 yn dechrau'r ysgol gynradd ym mis Medi 2020
- Gan nad oes hawl i PYD mwyach, nid yw plentyn 2 yn gymwys
- Gan nad yw plentyn 2 wedi cael y diogelwch trosiannol, ni all gael PYD

6.0 **Ceisiadau Credyd Cynhwysol**

Mewn achosion lle mae cais Credyd Cynhwysol yn disgwyl am benderfyniad, bydd y Gwasanaeth Refeniw a Budd-daliadau yn darparu adroddiad wythnosol i'r ysgolion yn manylu'r plant lle mae cais Cinio Ysgol am Ddim wedi ei gyflwyno ar eu cyfer ond ni ellir cael penderfyniad ar y cais nes y cymeradwyir y cais Credyd Cynhwysol.

Ar gyfer y plant sydd wedi eu henwi yn yr adroddiad, gall yr ysgol benderfynu rhoi cinio ysgol am ddim i'r plentyn (plant). Ni fydd yr hawliant hwn yn cael ei ddyfarnu drwy'r system fudd-daliadau a ni fydd yn cael ei gynnwys er pwrpas y PLASC nac i agor hawliant am grant gwisg ysgol. Os bydd y Gwasanaeth Refeniw a Budd-daliadau yn cael unrhyw ymholiadau gan rieni / gwarcheidwaid ynglŷn â'r agwedd hwn, bydd y rhain yn cael eu cyfeirio ymlaen i'r ysgolion i'w hystyried.

Mewn sefyllfaoedd lle mae rhiant / gwarcheidwad wedi cyflwyno ceisiadau am Gredyd Cynhwysol a Chinio Ysgol am Ddim ond nid yw'n hawlio Budd-dal Tai / Gostyngiad Treth Cyngor, ni fydd gan y Gwasanaeth Refeniw a Budd-daliadau fynediad i gynnydd eu cais Credyd Cynhwysol. Yn y sefyllfa hon, dylai'r ysgol ofyn i'r rhiant / gwarcheidwad am dystiolaeth eu bod wedi cyflwyno cais Credyd Cynhwysol cyn penderfynu caniatáu Cinio Ysgol am Ddim. Bydd rhaid i'r ysgol anfon manylion yr achosion hyn ymlaen i'r Gwasanaeth Refeniw a Budd-daliadau er mwyn monitro'r achosion. Os bydd yr ysgol yn adnabod achosion fel hyn cyn y Gwasanaeth Refeniw a Budd-daliadau, yna dylem gynghori'r rhiant / gwarcheidwad i gwblhau'r ffurflen Cinio Ysgol am Ddim. Mae caniatáu Cinio Ysgol am Ddim wrth ddisgwyl am benderfyniad cais Credyd Cynhwysol yn benderfyniad ar ddisgresiwn yr ysgol. Mewn achosion ble na fydd hawliant i Gredyd Cynhwysol neu fod y cyflog yn uwch na'r trothwy, bydd angen rhoi trefniadau ar waith i dalu am y cinio ysgol. Bydd y Gwasanaeth Refeniw a Budd-daliadau yn hysbysu'r ysgolion o'r achosion hyn.

7.0 Dyled Bresennol

Mae adran Incwm y Cyngor yn gallu cefnogi rhieni sydd â swm mawr o ddyled drwy ddarparu opsiwn i ad-dalu'r ddyled dros gyfnod cytunedig, gan sicrhau nad oes mwy o ddyled yn cael ei chreu. Os dymuna rhieni wneud hyn, **dylent gysylltu â'r adran Incwm ar 01248 750057 (a dewis opsiwn 3). Ni ddylai'r ysgol dderbyn taliadau am ddyledion mewn rhandaliadau gan rieni / gofalwyr os yw'r ddyled wedi'i throsglwyddo i'r Awdurdod, a noder na ellir trosglwyddo'r ddyled i'r Awdurdod oni bai bod y gweithdrefnau angenrheidiol yn y polisi hwn wedi'u dilyn.**

8.0 Ad-daliadau

Dim ond dan yr amgylchiadau canlynol y dylid ad-dalu:

- Pan fo hawl am brydau ysgol am ddim yn gorgyffwrdd â chyfnod y mae rhiant / gofalwr wedi bod yn talu am y prydau.
- Pan fo rhieni / gofalwyr wedi talu am brydau o flaen llaw ac o ganlyniad gyda chredyd ar ôl ar ddiwedd y tymor oherwydd absenoldebau disgyblion.

Ad-delir unrhyw symiau o dros £10.00 gan yr Awdurdod Lleol, gellir gwneud unrhyw ad-daliadau drwy'r system daliadau ar-lein o fewn 180 diwrnod o ddyddiad cychwynnol y taliad.

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COUNTY COUNCIL

Rhys Howard Hughes
Cyfarwyddwr Addysg, Sgiliau a Phobl Ifanc
Director of Education, Skills and Young People

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfa'r Sir / Council Offices
LLANGEFNI
Ynys Môn - Anglesey
LL77 7TW

Cysylltwch â'r ysgol /Please Contact the School

Atodiad A

Annwyl Riant/Ofalwr,	Dear Parent/Carer
Prydau Ysgol Cynradd - Polisi Talu Ymlaen Llaw am Ginio Ysgol	**Primary School Meals – Upfront Payment for School Meals Policy**
Mae gan Gyngor Sir Ynys Môn bolisi **"Talu ymlaen llaw am ginio ysgol"** o ran darparu a thalu am brydau ysgol.	The Isle of Anglesey County Council has an "**Upfront payment for school meals**" policy relating to the payment and provision of school meals.
Diben hyn yw sicrhau bod rhieni neu ofalwyr yn talu ymlaen llaw am brydau eu plant, ac eithrio lle mae hawl i blentyn gael prydau ysgol am ddim.	This is to ensure that, other than where there is an entitlement to free school meals, parents or carers pay in advance for children's meals.
Yn y gorffennol, mae'r Awdurdod Lleol wedi gorfod talu am ddyledion a oedd gyda'i gilydd yn werth degau ar filoedd o bunnoedd. Nid ydym mewn sefyllfa i allu gwneud hyn mwyach, ac rydym yn ceisio'ch cefnogaeth a'ch cydweithrediad i fynd i'r afael â'r broblem hon.	In previous years, the Local Authority has had to cover aggregated debts of tens of thousands of pounds. We are no longer in a position to be able to do this and are seeking your support and cooperation to address this matter.
Os credwch fod eich plentyn/plant yn gymwys am Brydau Ysgol am Ddim, ffoniwch yr ysgol neu Gwasanaeth Refeniw a Budd-daliadau'r Awdurdod Lleol ar **01248 750 057** (a dewis opsiwn 3 ac yna opsiwn 1) i gael mwy o fanylion. Mae'r lwfans hwn yn hawl statudol ac mae'n bwysig eich bod yn parhau â hawliad i'ch plentyn/plant os ydych yn gymwys.	If you believe that your child(ren) qualify for Free School Meals, please contact your school or the Revenue and Benefits Service in the Local Authority for more details on **01248 750057** (choosing option 3 and then option 1). This allowance is a statutory right and it is important that you proceed with a claim for your child(ren) if you qualify.
Yn yr un modd, os ydych yn profi anawsterau ariannol, mae tudalen we benodol y gallwch ymweld â hi: https://www.ynysmon.gov.uk/cy/Trigolion/Budd-daliadau-a-grantiau/Hawliau-lles-a-sefydliadau-eraill-syn-gallu-eich-helpu-chi.aspx	Similarly, If you are experiencing financial difficulties there is a specific web page you can visit: https://www.anglesey.gov.uk/en/Residents/Benefits-and-grants/Welfare-Rights-and-other-organisations-that-can-help.aspx
Mae'r wefan hon yn darparu gwybodaeth neu yn eich arwain at sefydliadau sy'n darparu cyngor ar les, ar arian ac ar ddyledion.	This web page provides information or directs you to various organisations who provide welfare, financial and debt advice.

Mae'r Awdurdod yn awyddus i'ch plentyn elwa o ginio ysgol iachus a blasus. Gwnewch yn siŵr felly eich bod yn darparu'r taliad cywir o leiaf wythnos ymlaen llaw. Os ydych wirioneddol wedi anghofio talu o flaen llaw, gall yr ysgol roi lwfans dyled o ddeng pryd. Mae hyn ar ddisgresiwn Pennaeth eich plentyn/plant. Drwy roi'r polisi hwn ar waith, gall yr Awdurdod eich helpu i reoli arian cinio ysgol yn well ac ar yr un pryd, sicrhau bod cyllidebau'r Gwasanaeth Dysgu'n cael eu defnyddio i gefnogi dysgu'r plant yn fwy effeithiol. Yn gywir Rhys Howard Hughes Cyfarwyddwr Addysg, Sgiliau a Phobl Ifanc	The Authority is eager that your child should benefit from a wholesome and appetising school lunch. Please therefore ensure that you provide the correct payment at least a week in advance. If you genuinely forget to pay in advance, the school may grant a debt allowance of ten meals. This is at the discretion of your child(ren)'s Headteacher. By implementing this policy the Authority is able to help you manage school dinner money better and at the same time, ensure that the Learning Service's budgets are used to support children's learning more effectively. Yours sincerely Rhys Howard Hughes Director of Education, Skills and Young People

CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Rhys Howard Hughes
Cyfarwyddwr Addysg Sgiliau a Phobl Ifanc
Director of Education, Skills and Young People

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfa'r Sir / Council Offices
LLANGEFNI
Ynys Môn - Anglesey
LL77 7TW

Cysylltwch â'r ysgol /Please Contact the School

Atodiad B

PRYDAU BWYD / SCHOOL MEALS (PY18)

YSGOL / SCHOOL: .....

DISGYBL(ION) / PUPIL(S): .....

Annwyl Riant/Ofalwr,

Bu i ni gysylltu â chi'n ddiweddar i ofyn am dâl am arian cinio ysgol nad yw wedi ei dderbyn hyd yma mewn perthynas â'r disgybl(ion) a enwir uchod. Y swm sy'n ddyledus hyd at ac yn cynnwys heddiw yw £_____ a dylid talu'r swm hwn drwy School Comms cyn gynted â phosib.

Ni all y Pennaeth ganiatáu i ddisgybl dderbyn Prydau Ysgol am Ddim hyd nes y bo'r ffurflen gais briodol wedi ei chwblhau gan y rhiant neu'r gwarcheidwad dan sylw, i brofi eu hawl oherwydd eu bod yn derbyn un o'r canlynol:-

- Cynhaliaeth Incwm
- Lwfans Chwilio am Waith incwm-seiliedig
- Cefnogaeth dan Ran VI o Ddeddf Mewnfudo a Lloches 1999
- Yr elfen "Warantedig" o gredyd pensiwn y Wladwriaeth
- Lwfans Cyflogi a Chefnogi incwm-gysylltiedig
- Credyd Treth Plant ond heb dderbyn Credyd Treth Gwaith ac nad yw eu hincwm yn fwy na £16,190. (Mae Cyllid a Thollau EM yn gyfrifol am asesu lefel yr incwm blynyddol.)
- Credyd Treth Gwaith sy'n 'rhedeg drosodd' - y tâl y gall rhywun ei dderbyn am bedair wythnos ymhellach wedi iddynt roi'r gorau i fod yn gymwys ar gyfer Credyd Treth Gwaith

Dear Parent/Carer

We contacted you recently to request payment for school dinner money which hasn't yet been received in respect of the above named pupil(s). The amount that is owed up to and including today is £_____ and this sum should be paid via School Comms as soon as possible.

The Headteacher cannot allow pupils to receive Free School Meals until the appropriate application form has been completed by the parent or guardian concerned, proving entitlement due to being in receipt of one the following:-

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The "Guarantee" element of State Pension Credit
- Income-related Employment and Support Allowance
- Child Tax Credit provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190. (HM Revenue and Customs are responsible for assessing the level of annual income.)
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit with take home earnings from work of no more than £7,400 per year (as calculated for Universal Credits purposes)

- Credyd Cynhwysol gyda chyflog ar ôl didyniadau o ddim mwy na £7,400 y flwyddyn (fel yr aseswyd er pwrpas Credyd Cynhwysol).

Mae prydau ysgol am ddim hefyd ar gael i blant meithrin sy'n mynychu dyddiau llawn ac i ddisgyblion chweched dosbarth sy'n mynychu'r ysgol yn llawn-amser.

Cysylltwch â'r Gwasanaeth Refeniw a Budd-daliadau i drafod eich cais am ginio am ddim ar **01248 750057** (a dewis opsiwn 3 ac yna opsiwn 1).

Fe gynghorwn ni chi i gysylltu â'r Pennaeth yn uniongyrchol er mwyn gwneud trefniadau i glirio'r ddyled. Os na wneir hyn o fewn amser rhesymol, efallai y bydd ystyriaeth a yw'r mater angen cael ei gyfeirio at sylw'r Adran Incwm yn yr Awdurdod a fydd yn cymryd y camau priodol i adfer y symiau sy'n ddyledus.

Os oes gennych anawsterau ariannol, mae gwefan benodol y gallwch ymweld â hi:

https://www.ynysmon.gov.uk/cy/Trigolion/Budd-daliadau-a-grantiau/Hawliau-lles-a-sefydliadau-eraill-syn-gallu-eich-helpu-chi.aspx

Mae'r wefan hon yn darparu gwybodaeth neu'n eich arwain at sefydliadau sydd yn darparu cyngor am les, am arian ac am ddyledion.

Mae'r Awdurdod yn awyddus i'ch plentyn elwa o ginio ysgol iachus a blasus. Gwnewch yn siŵr felly eich bod yn darparu'r taliad cywir o leiaf wythnos ymlaen llaw.

Diolch i chi am eich cydweithrediad.

Free school meals are also available to nursery children who attend full days and to sixth form students who attend school on a full time basis.

Please contact the Revenue and Benefits Service to discuss your free school meal claim using **01248 750057** (choosing option 3 and then option 1).

We advise you to contact the Headteacher as soon as possible to make arrangements to clear the debt. If this is not done within a reasonable timeframe, consideration may be made whether the matter is transferred to the attention of the Income Section within the Authority who will take the appropriate steps to recover the sums owed.

If you are experiencing financial difficulties there is a specific web page you can visit:

https://www.anglesey.gov.uk/en/Residents/Benefits-and-grants/Welfare-Rights-and-other-organisations-that-can-help.aspx

This web page provides information or directs you to various organisations who provide welfare, financial and debt advice.

The Authority is eager that your child should benefit from a wholesome and appetising school lunch. Please therefore ensure that you provide the correct payment at least a week in advance.

Thank you for your cooperation.

Yr eiddoch yn gywir / Yours sincerely,

Rhys Howard Hughes
Cyfarwyddwr Addysg, Sgiliau a Phobl Ifanc

Director of Education, Skills and Young People

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Rhys Howard Hughes
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LL77 7TW

Cysylltwch â'r ysgol /Please Contact the School

Atodiad C

PRYDAU BWYD / SCHOOL MEALS (PY19)

YSGOL / SCHOOL:
DISGYBL(ION) / PUPIL(S):

Annwyl Riant/Ofalwr,

Rwyf wedi cysylltu â chi ddwywaith ynglŷn â'r swm sy'n ddyledus am brydau ysgol eich plentyn/plant. Mae swm o £_____ bellach yn ddyledus i'r Awdurdod am brydau ysgol ar gyfer y plentyn/plant a enwir uchod.

Ni all y Pennaeth ganiatáu i ddisgyblion sy'n gymwys i dderbyn Prydau Ysgol am Ddim hyd nes y bo'r ffurflen gais briodol wedi ei chwblhau gan y rhiant neu'r gofalwr dan sylw, i brofi eu hawl oherwydd eu bod yn derbyn un o'r canlynol:-

- Cynhaliaeth Incwm
- Lwfans Chwilio am Waith incwm-seiliedig
- Cefnogaeth dan Ran VI o Ddeddf Mewnfudo a Lloches 1999
- Yr elfen "Warantedig" o gredyd pensiwn y Wladwriaeth
- Lwfans Cyflogi a Chefnogi incwm-gysylltiedig
- Credyd Treth Plant ond heb dderbyn Credyd Treth Gwaith ac nad yw eu hincwm yn fwy na £16,190. (Mae Cyllid a Thollau EM yn gyfrifol am asesu lefel yr incwm blynyddol.)
- Credyd Treth Gwaith sy'n 'rhedeg drosodd' - y tâl y gall rhywun ei dderbyn am bedair wythnos ymhellach wedi iddynt roi'r gorau i fod yn gymwys ar gyfer Credyd Treth Gwaith

Dear Parent/Carer,

I have contacted you twice regarding the sum owed for your child/children's school meals. The amount of £_____ is now owed to the Authority in respect of school meals for the child/children named above.

The Headteacher cannot allow pupils to receive free school meals who are entitled to such provision until the appropriate application form has been completed by the parent or carer concerned, proving entitlement due to being in receipt of one the following:-

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The "Guarantee" element of State Pension Credit
- Income-related Employment and Support Allowance
- Child Tax Credit provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190. (HM Revenue and Customs are responsible for assessing the level of annual income)
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit with take home earnings from work of no more than

- Credyd Cynhwysol gyda chyflog ar ôl didyniadau o ddim mwy na £7,400 y flwyddyn (fel yr aseswyd er pwrpas Credyd Cynhwysol).

Mae ffurflenni cais ar gael yn yr ysgol, gan y Gwasanaeth Dysgu neu drwy wefan y Cyngor http://www.ynysmon.gov.uk/education/schools/school-meals/free-school-meals/

Os oes gennych anawsterau ariannol, mae gwefan benodol y gallwch ymweld â hi:

https://www.ynysmon.gov.uk/cy/Trigolion/Budd-daliadau-a-grantiau/Hawliau-lles-a-sefydliadau-eraill-syn-gallu-eich-helpu-chi.aspx

Mae'r wefan hon yn darparu gwybodaeth neu'n eich arwain at sefydliadau sy'n darparu cyngor am les, am arian ac am ddyledion.

Mae'r Awdurdod yn awyddus i'ch plentyn elwa o ginio ysgol iachus a blasus. Gwnewch yn siŵr felly eich bod yn darparu'r taliad cywir o leiaf wythnos ymlaen llaw.

Diolch i chi am eich cydweithrediad

£7,400 per year (as calculated for Universal Credits purposes)

Application forms are available at the school,the Learning Service or through the Council's website at http://www.anglesey.gov.uk/education/schools/school-meals/free-school-meals/

If you have financial difficulties, there is a specific web page you can visit:

https://www.anglesey.gov.uk/en/Residents/Benefits-and-grants/Welfare-Rights-and-other-organisations-that-can-help.aspx

This web page provides information or directs you to various organisations who provide welfare, financial and debt advice.

The Authority is eager that your child should benefit from a wholesome and appetising school lunch. Please therefore ensure that you provide the correct payment at least a week in advance.

Thank you for your cooperation

Yr eiddoch yn gywir/ Yours sincerely,

Rhys Howard Hughes
Cyfarwyddwr Addysg, Sgiliau a Phobl Ifanc
Director of Education, Skills and Young People

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

Anglesey Learning Service

Gwasanaeth Dysgu Môn

Atodiad D

PY 21

CAIS I DROSGLWYDDO DYLED/DYLEDION ARIAN CINIO
APPLICATION FOR TRANSFER OF SCHOOL MEAL DEBT(S)

Mae rhiant/rhieni'r disgyblion isod wedi derbyn **PY18, PY19** gan y Pennaeth, yn ôl y canllawiau, i geisio clirio dyled/dyledion ond heb lwyddiant.
*The parent(s) of the pupils below have received letters **PY18, PY19** from the Headteacher, according to the guidelines, in an attempt to recover the debt(s), but without success.*

Enw'r disgybl/ion *Name of pupil(s)*	Enw llawn rhiant/gwarcheidwad *Full name of parent/guardian*	Swm sy'n ddyledus *Amount due*	Dyddiadau perthnasol *Relevant dates*	Cyfeiriad *Address*

Hoffwn gael caniatâd i ddileu'r ddyled/dyledion oddi ar ein llyfrau a'i/a'u throsglwyddo/trosglwyddo i ofal Adran Gyllid y Cyngor Sir.
I request permission to delete the debt(s) from our books and to transfer it/them to the County Council's Finance Department.

Llofnodwyd/*Signed* …….. Dyddiad/*Date*…….

YSGOL: ……..

Dylid anfon y ffurflen hon, wedi'i chwblhau, at AddysgEducation@anglesey.gov.uk ynghyd â'r 'Rhestr wirio ar gyfer dyled prydau cinio' (Atodiad E).
This form, when completed, should be sent to AddysgEducation@anglesey.gov.uk *along with the 'Checklist for school meal debt' (Appendix E).*

Atodiad E

Rhestr wirio ar gyfer dyled prydau ysgol

1. A yw'r ysgol wedi cysylltu â'r rhiant drwy nodyn atgoffa neu alwad ffôn ar ôl i ddisgybl gyrraedd yr ysgol heb daliad am bryd ysgol na phecyn bwyd?

Sylwadau:

*(Os nad ydych wedi anfon nodyn atgoffa at y rhiant, gwnewch hynny).

2. Os yw'r ddyled wedi ei chronni i 5 pryd ac os nad yw'r rhiant wedi darparu arian i'r ysgol neu dalu ar-lein, mae gofyn i'r ysgol anfon y llythyr PY18 i'r rhiant a threfnu amser i'w cyfarfod ac i drafod hyn gyda nhw.

Sylwadau:

*(Nodwch y cyfan a drafodwyd gyda'r rhiant, a chynhwyswch unrhyw broblemau posib sydd ganddynt o ran darparu tâl).

3. Os nad yw tâl wedi cyrraedd yr ysgol ac os yw'r ddyled wedi cynyddu i 10 pryd, anfonwch lythyr PY19 at y rhiant, a bydd angen i'r ysgol hefyd drefnu cyfarfod arall â'r rhiant i drafod y mater.

Sylwadau:

Os yw'r plentyn yn parhau i ddod i'r ysgol heb arian na phecyn bwyd, cwblhewch y ddogfen hon a'i hanfon at Swyddog Lles yr ysgol ac at y Gwasanaeth Dysgu AddysgEducation@anglesey.gov.uk ynghyd â'r PY21.