

Wednesday 8<sup>th</sup> November 2017

Dear Parents and Carers

Re: School Dinner Money Payments

I am writing with important information regarding school dinner money payments as it has come to my attention that a number of parents continue to order school meals for their children without providing immediate payment. This situation is unsustainable.

The full payment for each school dinner taken (£2.30) is paid directly to the company contracted to provide school meals and if a child takes a meal and their parents do not pay for it, the cost of that meal will have to be paid by the school using money that has been provided to educate them. There is no central fund that the school can call upon to subsidise parental bad debt and therefore the impact of supporting these parents, if we chose to do so, would be felt by all children.

Meals for children in Reception and Key Stage 1 (years 1 and 2) are paid for via a Government grant under the universal school meals project; there is no funding for the meals provided to children in Years 3-6. If you think that you might be eligible to apply for free school meals, regardless of what year your child is currently in, please contact the office for advice on how to do this (you will still be liable for those meals taken before free school meal status is confirmed and it is not possible for the payments to be backdated).

In line with the policies and practises of Copleston High School and other local primary schools, our policy regarding school meals is that meals must be paid for on or before the day the meal is taken. As from Monday 13<sup>th</sup> November 2017 this policy will be strictly applied: if you do not have the funds to pay on the day you must either provide your child with a packed lunch or arrange for them to take their lunchtime break at home. Those of you who have a debt outstanding should arrange to contact the school as soon as possible to agree a repayment plan for the monies currently owing. You can ask to speak in confidence to Melanie Bush (Pupil Welfare Team) or myself.

Yours sincerely

Steve Wood