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Head of School Mrs S Sullivan

Date: Friday 3<sup>rd</sup> July 2020

Dear Parents/Carer



From September, our school meal provider will be changing to Caterlink. Unfortunately, there will be a slight increase to the cost of each meal to £2.30 per meal it is currently £2.25. We ask that children take school dinners in the same pattern each week and keep to the same pattern each term. We have received the new menu, this will be sent to you today and it will be put on the school website.

### **Zero Debt**

We would like to take this opportunity to remind you that there should be **ZERO DEBT FOR SCHOOL MEALS**, we therefore ask that all YR 3 to YR 6 parents pay for meals in advance. The guidance being: payment a week in advance. If for any reason this does not happen, please note the following procedure is in place:

**Day 1-** If you were to send your child to school on day 1 without making a payment via Scopay, we will send a text to remind you to make a payment urgently and agree to provide a hot meal on this day only.

**Day 2 –** If your child arrives for a second day expecting a hot meal without payment, we will contact you to ask for either immediate payment via Scopay for both meals or for you to provide a packed lunch for this day. School meals will not be provided, until the debt is cleared, therefore a packed lunch will need to be provided from home.

The easiest way is to pay for meals in advance weekly or monthly; £11.50 will give you 5 meals and then this can be topped up regularly keeping the account in credit. Every Friday the meals for the following week are added to Scopay. You will receive a text on a Friday if you owe money.

### **Current YR 2 Parents**

Please be aware that 'Universal Free School meals' will cease in YR 3 and the information above will apply from September 2020 if your child continues to have a school meal, unless you are entitled to Free School Meals (see below if you are unsure). If you have any questions concerning this, please contact the office.

### **Applying for free school meals**

If you are finding yourselves in financial difficulties and you receive certain benefits, we recommend that you apply for 'Free School Meals' via the following link.

<https://www.cloudforedu.org.uk/ofsm/kent/>

If your application is successful, you could be entitled to food vouchers throughout the summer holidays. However, this will only be possible if you apply no later than Wednesday the 8<sup>th</sup> July.

If you would like help doing this or just want to talk to someone at school, please contact Mrs Paula Rich who is our Family Liaison Officer, this will of course be in the strictest confidence.

Yours sincerely,

A handwritten signature in black ink that reads "S. Sullivan". The signature is written in a cursive style with a large initial 'S'.

Mrs Sue Sullivan