



# Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 F 01233 663818 E [headteacher@kingsnorth.kent.sch.uk](mailto:headteacher@kingsnorth.kent.sch.uk) W [www.kingsnorth.kent.sch.uk](http://www.kingsnorth.kent.sch.uk)

Headteacher: Mr Iain Witts

17<sup>th</sup> July 2018

Dear Parents/Carers

## **Re: Reminder of the procedure for school meal debt**

Nourish make it very clear that there should be **ZERO DEBT FOR SCHOOL MEALS**

We therefore ask that YR 3 – YR 6 parents should **pay for meals in advance**. The guidance is: payment a week in advance, however if for any reason this doesn't happen please note the following procedure is in place.

Day 1 - If you were to send your child to school on day one without making payment via Scopay, we will send a text to remind you to make 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 meal without payment, we will contact you to ask for either immediate payment via Scopay for both meals or to provide a packed lunch for this day. Debt should be cleared urgently. If it is not then a packed lunch from home will need to be provided.

This is not how we wish to proceed and for the majority of parents who pay in advance this will not be a problem. However, there are some parents who do not pay. The dinner registers are updated every Friday for the following week; you will receive a text only if you owe money. If however you are having money difficulties please contact the school office, do not let the debt build, as we may be able to help.

The easiest way for everyone is to ensure that payments are made in advance and that your child's Scopay account is always in credit. eg pay at least £11.00 in one payment and this gives 5 meals and then keep topping up. Please note that the same principals and practice applies to breakfast club.

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This is also a reminder that children should still be taking meals in the same pattern as in week one for each of the remaining weeks of term. This avoids confusion for the children, teachers and enables the kitchen to order in the correct amounts of food, as they are being asked to monitor food ordered and waste.

This worked well when first implemented a while ago but we have noticed that children are swapping and changing without notice. Please help us to help you and most importantly your child/ren.

Thank you for your continued support.

Yours faithfully

Mrs S Sullivan  
Head of School