



22<sup>nd</sup> September 2016

Dear Parent/Carer,

## School Meal Payments

Parents are responsible for providing a lunch for their child(ren); this may be in the form of a paid meal in Nursery and KS2, a Universal Free School Meal in KS1, application of a free meal entitlement in KS2 or a packed lunch from home.

Parents must pay for school meals **in advance** unless their child(ren) have a free school meal entitlement. School can provide application forms for free school meals and will be happy to assist parents with applications, even if your child is entitled to Universal Free School Meals. If your circumstances do change, and you become eligible for Free School Meals then please tell the office as soon as possible as if not you will be charged for meals that you do not have to pay for.

Oswald Road Primary School has a clear procedure for the payment and collection of school dinner money and any arrears that occur.

### **School Procedures for school meals and the collection of arrears:**

- School meals may be paid for via SIMs Agora (our preferred method of payment), in cash or by cheque, made payable to Oswald Road Primary School. If you do not have a SIMs Agora account, please speak to the office staff who can arrange this for you.
- Cash or cheque payments should be sent into school on a Monday morning to pay for school meals for that current week. Payments should be in an envelope and clearly marked with your child's name, class and 'Dinner Money'. Envelopes are available from the school office. Dinner money is £2.30 per day, £11.50 per week.
- Late payments will be accepted up to the Friday of that week.
- When no money is paid by the end of the week then parents will receive a text message requesting the arrears for that week. If arrears are not cleared by the following week, a letter will be sent out to parents.

**If arrears cannot be cleared, please contact the office and a payment plan can be agreed.**



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# Oswald Road Primary School

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Headteacher: D. Howard



- If a payment plan has not been discussed and no payment is received by the following Tuesday/Wednesday, then a letter will be sent out requesting that your child(ren) bring in a packed lunch into school the following Monday or that your child is collected and taken home for their lunch.
- If the arrears continue to remain outstanding then your child will remain on packed lunches until the debt is cleared. The school reserves the right to begin legal proceedings to recover the debt. Once the arrears have been paid we will be happy to resume school meal provision.

If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following week's payments will be adjusted accordingly. If credits continue to the end of the term they will be refunded back to parents in the form of cash.

Kind Regards

Sarah Nicholls  
Business Manager



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