



12th June 2015

Dear Parent/Carer

School Meals September 2015-2016

Your child's school meal arrangements for September 2015-2016 will remain the same unless you inform the school office. If you would like to change current arrangements please use the attached 'Changes to Lunchtime Arrangements' form. A downloadable copy is also available on the school website in Parents/School Meals.

Two weeks-notice is required for any change in meal arrangements and we no longer accept day before or on the day change requests. In the event of an **exceptional** circumstance your child will be provided with a school meal and you will be charged accordingly.

The cost of school meals will be £2.30 per day or £11.50 per week from September 2015. For Parents/Carers who wish to pay for the half term in advance the amount due is £85.10 up until Friday 23rd October 2015 half term (7 weeks 2 Days). All meals must be paid for in advance to avoid arrears. Dinner money amounts for September 2015-2016 are available on the school website in Parents/School Meals.

The preferred method of payment is to pay online via SIMS Agora. Alternatively, dinner money can be placed in a sealed envelope with your child's name and their class marked clearly on it and posted in the collection box in the school reception area.

If you are applying for Free School Meals please show evidence of Income Support details to the office. All information will be dealt with in the strictest confidence. Free School Meal application forms are available in the school office.

Free School Meals will be provided for a maximum of 4 weeks whilst your claim is being processed by the Benefits Office. You will need to liaise with the Benefits Office in the interim period of a claim to ensure that your claim is processed within the 4 week window. If we can help you with this claim in any way please call in at the office.

Kind Regards

School Office

