



16 October 2019

Dear parent/carer

**HOT SCHOOL MEALS FOR CHILDREN IN KEY STAGE 2
FROM TUESDAY 5 NOVEMBER 2019 UNTIL FRIDAY 20 DECEMBER 2019**

If you would like your KS2 child to take up the offer of a school meal the cost will be £11.75 per week (which is £2.35 per day), or £77.55, if you wish to pay until the end of the next half term. **Weekly payments must be made in advance before 4 pm on Tuesdays for dinners for the following week and hot lunches can only be booked for full weeks and not individual days.** The universal free school meals scheme is only available to children up until the end of Year 2. Therefore, children in Year 3 and above will need to pay, unless your household is eligible for free school meals.

Please pay by credit or debit card using the school online payment system by logging onto your account on www.parentpay.com. You can also pay by using a barcode (obtainable from the office) at local convenience stores displaying the PayPoint logo. Please do not send cash or cheques to school. **Please be aware that your balance showing on ParentPay will not reduce until the day the meal has been taken. Therefore, please ensure any payments you make includes enough credit to pay for the current week's meals, as well as £11.75 payment for the following week.**

If you believe your child is entitled to a free school meal but are not currently claiming, please collect an application from the school office. Until it is confirmed that your child is entitled, you will need to pay for school meals or provide a packed lunch.

Please let the school office know if your child has any new dietary requirements i.e. vegetarian or no pork.

Yours faithfully

Mrs L Dean
PRINCIPAL