

**Information for Parents**  
**Coleridge Primary School**  
**Provision of Meals, Payments and Debt Procedures**

**Provision of School Meal**

School meals are available at a cost of £2.05 per day or no cost to those in receipt of Universal/Free School Meals.

**School meals** – meals have to be paid for in advance. We accept daily, weekly or termly payments. Parents will be kept informed of any price changes.

**Meals costs** - 1 day £2.05, 2 days £4.10, 3 days £6.15, 4 days £8.20 and 5 days £10.25

**Universal/Free School Meals** - are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so they can receive a meal each day.

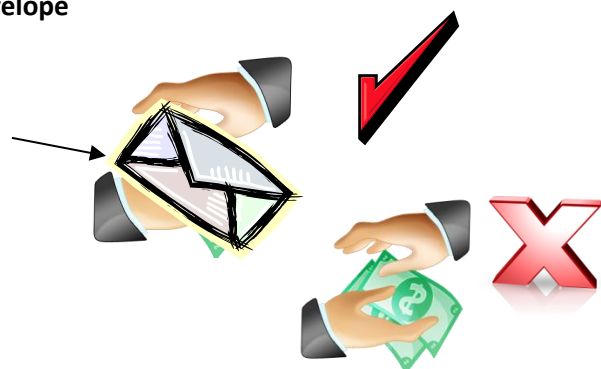
If a child's entitlement to free school meals expire or the parents/carers circumstances change the parent/Carer must provide a packed lunch or send payment in advance for a school dinner.

**Payments – School Meals and Trips**

Due to a recent finance audit **NO** monies can be paid in the classroom unless placed in a sealed envelope clearly marked with your child/ren's name, class, what the payment is for and the amount enclosed. This payment should be handed by your child to their class teacher during morning registration. Please ensure that you enclose the correct amount of money as change cannot be given. Any additional monies will be credited to your child's account.

**Example of what should appear on the payment envelope**

Name: Joe Blogg	Class: Mrs Smith
Reason for Payment: Dinner Money	
Amount enclosed: £2.05	



**Alternatively you are able to pay at the School Office – please ensure to have the correct change.**

## **Management of School Meal Debt**

**If debts are incurred from non-payment of school meals, then the school has to stand this loss through the school budget. This means that money which should be spent on Children's education is used to pay for debts incurred by parents. Every parent will agree this is unacceptable.**

Polite remind - no child's dinner account will be allowed to exceed £10.00. In the event of such a situation the parents/carers will receive a letter/phone call or text message asking them to provide their child with a packed lunch until the debt is cleared.

If a child arrives at school without a packed lunch or payment, their parents/carers will be telephoned to establish alternative arrangements e.g. bring in payment, provide a packed lunch or take their child home for lunch.

If your child fails to produce dinner money the school may allow a meal if:-

- He/she has lost or forgotten their money (1 dinner credit allowed per term)
- If a parent/carer is experiencing hardship which affects their ability to pay, then a meeting will be organised to speak with the Head of School .

If a debt has not been recovered within 2 weeks, the school will contact the parents/carers by telephone to arrange an appointment to discuss reasons behind non-payment.

We acknowledge that on occasion families have financial difficulties and in these circumstances, the school will work hard with the family to agree a solution which is not to the detriment of the child.

Thank you for your continued support in this matter.