

7th November 2024

Dear Parents and Carers,

We hope this letter finds you well.

As part of our commitment to ensuring that all students have access to nutritious meals, we are writing to inform you of an important update regarding school meal payments.

Please note that students who do not qualify for Free School Meals (non-FSM students) are required to maintain a positive balance on their meal account to access school meals. In order to support you in managing this, we have set up reminders through our ParentMail/MyEd system, which will notify you when your child's meal account has reached its minimum balance. This reminder is intended to encourage timely top-ups, so that your child can continue to enjoy school meals without any disruption.

A member of staff at the school will monitor meal accounts and check for any students in arrears or with insufficient funds. For students with negative balances, access to school-provided meals will be temporarily restricted. In these cases, parents or guardians will be notified, and the student will need to bring a packed lunch from home until the account is topped up.

In exceptional circumstances, if the school authorises a child to receive a meal despite an insufficient balance, the cost of the meal will be temporarily covered by the school's budget. This will, however, create a debt that parents will be responsible for repaying. We advise parents to avoid this situation by regularly checking and updating meal account balances.

To keep a clear record, the school will document instances where a student has been approved to accrue debt. At the end of each week, our catering team will return food vouchers to the school, ensuring accurate records of these occurrences.

Please understand that meal account debts should be avoided as much as possible. We encourage parents and carers to regularly monitor and maintain funds in your child's account will help avoid complications and ensure a smooth, enjoyable lunchtime experience for your child.

Thank you for your support and understanding. By working together, we can ensure that all students have reliable access to school meals. If you believe your child may be eligible for Free School Meals or would like to check your eligibility, [please click here](#). If you have any questions, please do not hesitate to contact the main reception.

Yours faithfully,

Mrs Youseman

Head of School