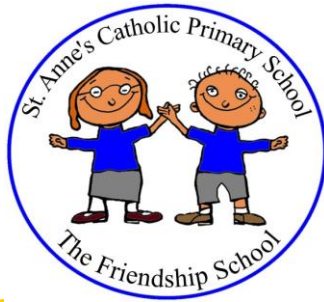


St Anne's Catholic Primary School



Overbury Street
Liverpool L7 3HJ
Tel 0151 709 1698
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annes-ao@st-annes.liverpool.sch.uk

12.09.2022

Dear Parents/Carers

School Meal Contract

Parents must pay for school meals **in advance** unless their child(ren) have a free school meal entitlement. Application forms for free school meals are available from the school office who will be happy to assist parents/carers with completion of the form. If your circumstances do change and you become eligible for free school meals then please tell the school office as soon as possible to avoid being charged for meals that you do not have to pay for.

Parents are responsible for providing a lunch for their child(ren). This may be in the form of a paid meal, an application for a free meal entitlement or a packed lunch from home.

The school has a clear procedure for the payment and collection of school meal money and any arrears that occur which includes;

- School meal money should be paid by Monday to pay for school meals for that current week. Payments should be in an envelope clearly marked with your child's name and labelled "school meal money".
- School meals must be paid for in cash.
- Late payment will be accepted up to Tuesday of that week.
- Should no money be paid by Tuesday then parents will receive a text message/letter requesting the arrears for that week.
- In the event the arrears cannot be cleared, parents should contact the school office so a payment plan can be agreed.
- Should no payment plan be agreed or no payment of the arrears received by the



following Monday then a text will be sent out requesting that your child(ren) bring in a packed lunch into school or that your child is collected and taken home for their lunch.

- If the arrears continue to remain outstanding, the school will seek to recover the monies owing in according with the school's debt policy. This may involve the seeking of a County Court judgment. The school's debt policy can be accessed from the school's website.
- Once the arrears have been paid, the school will be happy to resume to the school meal provision selected.

If your child is absent from school and meals have been paid for, such payment will be carried forward as a credit and the following weeks payments will be adjusted accordingly. In the event credits continue to the end of term, the school will make a refund to parents in the form of cash.

It is necessary for the school to follow their procedure for the payment and collection of school meal money at all times. Whilst school meal money outstanding will be relatively small in respect of individual families, when all outstanding amounts are calculated together unfortunately such non-payment is affecting the ability of the school to fund children's education.

Kind Regards

Mrs G Murphy
Head teacher

School meal contract – Reply Slip

I hereby agree to the terms and conditions regarding school meals provided by St Anne's Catholic Primary School. I agree to pay for my child(s) meals on time and understand that if payments do fall behind then the school have the right not to provide my child(ren) with a school dinner and that I, the parent must provide a packed lunch as an alternative. If this is not possible, I agree to collect my child(ren) and take them home for their lunch.

Name of child _____ Year _____

Signature of parent/carer _____ Date _____

