



St Anne's Catholic Primary School

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Dear Parents/Carers

School Meal Contract

Parents must pay for school meals **in advance** unless their child(ren) have a free school meal entitlement. Apply for free school meals online at <https://liverpool.gov.uk/benefits/free-school-meals/> or ask the school office for assistance if required.

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.

Yours sincerely

Mrs G Murphy
Head Teacher