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**Headteacher**  
**Sam Fearnough**  
**Chair of Governors**  
**Scott Glover**

**School Money Payments for Lunches/Trips/Bright Sparks/Afterschool Clubs etc**

Dear Parents/Carers

From Monday 10<sup>th</sup> September all payments for school meals/ trips etc will only be taken on a Monday morning in the school dining room with Miss Cocker. **Please make sure you pay each Monday for any lunches you plan your child will take for the week ahead.** We can no longer accept payments on any other day for security reasons. All money needs to be collected and banked on the same day as no money can be left on the premises overnight.

**All cheques for school meals to be made payable to Sheffield City Council.**

Re: - Payment for school meals

Governors would like to make everyone aware of the correct procedure for the payment of school meals. Reception, Y1 & Y2 children are all entitled to Universal free school meals. Unless children in years 3 - 6 are entitled to free school meals they must be paid for. **Under no circumstances are children able to have a meal without payment in advance.**

Any child who does not have money for their school meal will not be allowed a school dinner and the school office will contact parents to ask them to provide a packed lunch from home. If parents cannot be contacted, children will be given a piece of fruit as a good will gesture. If you have a current debt (attached is the balance outstanding if you have one) then this must be cleared before your child can start having school meals again.

The school does not have any obligation to provide children with a school meal unless they are entitled to free school meals. If you are unsure about your entitlement to free school meals please contact the school office and staff can help you apply for free school meals and provide you with further information.

Yours sincerely

Head teacher

Chair of Governors

