



WHITMORE PARK PRIMARY SCHOOL

Halford Lane
Coventry CV6 2HG

3rd July 2018

IMPORTANT ACTION REQUIRED BY ALL YEAR 2 PARENTS

School Meals from September 2018

Dear Parents and Carers,

Your child's entitlement to free school meals under the government's Universal Infant Free School Meal scheme comes to an end when they leave year 2.

In order to avoid unexpected charges for parents we will be setting all children's meal choice to packed lunch from the start of September.

If you would like your child to continue to have a school meal in September you must notify the school by completing and returning the slip at the end of this letter by Friday 13th July 2018.

Applying for Free School Meals

If you are in receipt of any of the following welfare benefits your child may still be entitled to free school meals when they go into year 3.

To receive free school meals you must be in receipt of:

- Universal Credit, and have an annual net earned household income of no more than £7,400
- Income Support
- Income Based Jobseekers Allowance
- An income-related Employment and Support Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit run-on, which is paid for four weeks after you stop qualifying for Working Tax Credit

Please note: you do not qualify for Free School Meals if you are in receipt of Working Tax Credit regardless of income.

If you have not already applied for free school meals please ensure that you apply before Friday 13th July by visiting www.coventry.gov.uk/applyforfreeschoolmeals or, if you do not have access to the internet, you can pick up a paper form from the school office and we can submit the application on your behalf.

Entitlement to free school meals is assessed as part of housing benefit/council tax support claim and you may already have received notification from Coventry City Council that your child is eligible. If you are not sure whether your child is eligible you can come into school and we can check the list or you can contact the council via email

Tel: 024 7633 5697

Email: admin@whitmorepark.org

freeschoolmeals@coventry.gov.uk or phone **02476 833733**.

Until you receive confirmation from Coventry City Council that your child is entitled to free school meals you will be required to pay for school meals. School meals are charged at £2.00 per day or £10.00 per week and must be paid for in advance of the meal being eaten. We have included a reminder of the school's procedure regarding school meal payments below.

School Meal Payments

Schools frequently have to cover the cost of unpaid school meals. We don't think that it should be necessary to use the school budget for this purpose and we would like to reassure you that as a school we are committed to eradicating these unnecessary costs.

Whilst the vast majority of parents do keep their school meal payments up to date we would like to make all parents aware of the process that the school follows when payment is not received for school meals.

School meals must always be paid for in advance, not in arrears. The cost of a school meal is £2.00 per day or £10.00 per week.

Payments can be made online at any time via the School gateway website www.schoolgateway.com or the School gateway app.

If a child fails to bring money for a school meal we will follow these steps:

Day 1 – a reminder text will be sent to the parent to advise them that dinner money has not been received. As a goodwill gesture the child will be provided with a school meal at a charge of £2.00.

Day 2 – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.00. A letter will be sent home with the child advising the parent of the situation.

Day 3 – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.00. A letter will be sent home with the child advising the parent of the situation.

Day 4 – the school will not provide any further meals for the child until the outstanding debt is cleared in full. The school will attempt to call the priority 1 parent. A letter will be sent home with the child advising the parent of the situation.

End of free school meal entitlement: parents and carers are informed directly by Coventry City Council if free school meal eligibility is ending and you are provided with notice to allow you to make alternative arrangements. If you decide to send your child with a packed lunch you must notify the school office in advance, if we are not notified we will continue to order school meals for your child and you will incur a charge for every meal ordered.

Year 2 – School Meal Requirements from Sept 2018 (RETURN TO SCHOOL BY FRI 13TH JULY)

Child's Name: _____

Current Class: _____

Please tick relevant box:

- My child requires a school meal from 04.09.2018 **and I will be paying for these meals (£2.00 per meal)**
- My child requires a school meal from 04.09.2018 **and is entitled to free school meals.**

Signature of parent / carer: _____