



WHITMORE PARK PRIMARY SCHOOL

Halford Lane
Coventry CV6 2HG

Dear Parents and Carers

Schools frequently have to cover the cost of unpaid school meals and in some cases the amount of school meal debt can be quite significant. I'm sure that you will agree that it should not be necessary to use the school budget for this purpose and I would like to reassure you that as a school we are committed to eradicating these unnecessary costs. Whilst I acknowledge that the vast majority of parents do keep their school meal payments up to date, and for this I am very grateful, I feel it is important to clearly outline to all 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 Schoolgateway website www.schoolgateway.com or the Schoolgateway 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 given a school meal.
 - **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.**

Please turn over

Applying for Free School Meals & Pupil Premium Funding

Tel: 024 7633 5697

Email: admin@whitmorepark.coventry.sch.uk



Your child may be entitled to free school meals if you receive any of the following:

- Income Support
- Income Based Jobseekers Allowance
- An income-related employment and support allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Your child does not have to have a school meal they can bring a packed lunch from home if you prefer. However, if you complete the application online at coventry.gov.uk/freeschoolmeals and are eligible the school will receive additional funding worth £1,300 per annum for six years (this is Pupil Premium funding). This additional funding makes a huge difference to the educational and extra-curricular experiences that the school can provide for your child.

If you do not have access to the internet at home, you can visit your local library or failing that you can visit the customer service centre in the city centre (next to River Island) Monday-Friday 9am – 5pm to use the computers to apply online. Please contact the school office if you require support with your free school meal application.

Yours faithfully,



Mrs J McGibney

Head Teacher