



BROWN CLEE C.E PRIMARY SCHOOL

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Dear Parents

School Meals

This is just a quick reminder that the cost for a school meal for Key Stage 2 pupils remains the same at £2.30. We kindly request that payments are made by cheque as much as possible (made payable to **Shropshire Council**), and that payments are sent in to school in an envelope with your child's class and name on it, along with the amount of the payment.

This does not affect those who are entitled to free school meals through the Universal Free School Meals programme in Reception and in years 1 and 2. It also does not affect children in Key Stage 2 who have access to free school meals. If you are unsure about your eligibility for this please speak to the School Office who would be happy to assist you.

Incidentally, if your family would be entitled to free school meals but you have chosen not to make an application, there are many benefits to making an application and we would encourage you to do so. Again, if you would like to know more please contact the school office.

Also, as we are not allowed to carry debts for meal payments, may we please remind you of the procedure for late payments.

- Pippa will send a reminder home if payment isn't sent in for a meal.
- If late payments accumulate to £30 then a letter will be sent home informing parents that the debt needs to be cleared within one week of the date of the letter.
- If payment is not received within a week of the letter being sent then the child will not be provided with a school meal and a packed lunch will need to be sent in until payment has been received. This is to avoid large debts being generated, which may be difficult to repay.

Yours sincerely

S Relph

Sue Relph
Headteacher

