

11 November 2024

Dear Parents and Carers,

We are writing to inform you of updates to our school meal payment policy for students who pay for school meals and do not qualify for Free School Meals (FSM). We appreciate your attention to this important matter, as it will help us ensure that all students have access to nutritious meals while managing meal account balances effectively.

If students arrive at the till without sufficient funds on their account, they will not be able to purchase a meal. In cases where a student has no alternative food provision for the day, they may receive a one-time exception. This exception must be approved by the Headteacher (or a designated staff member), and a food voucher will be issued.

Free School Meal students who have spent their allowance at morning break will not be issued a food voucher for lunch.

Food Voucher Details:

- The food voucher allows the student to purchase the main meal offer of the day at lunchtime.
- Vouchers can only be collected from a designated point in the school, and students must hand the voucher to a member of the catering team at the till.
- The cost of the meal purchased with the food voucher will be charged to the school, not the student.
- The school will keep a record of students who are issued food vouchers and work with families to settle these balances.

To help monitor and manage outstanding balances, our office team will regularly review student balances, we ask for your support in promptly topping up your child's meal account as needed. This will allow us to reserve the food voucher option for emergencies only and not as an ongoing overdraft solution.

Payments on Plus Pay, our payment system, take 20 minutes to update to the tills. Please top up before the following times to ensure your child receives the payment in their account to spend for their break or lunch.

Break/Lunch	Make payment before:
Morning break	10:40am
Year 7 and 8 Lunch	12:00pm
Year 9, 10 and 11 Lunch	1:00pm

Thank you for your support and understanding. By working together, we can ensure that all students have reliable access to school meals. If you believe your child may be eligible for free school meals or would like to check your eligibility, [please click here](#). If you have any questions, please do not hesitate to contact the main reception.

Yours faithfully



Michelle Smith
Regional Director (South) and Executive Principal