



St. John's CE Primary School

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Headteacher: Sarah Stone



23rd October 2024

Dear Parents / Carers,

Payments for school lunches via ParentPay

We have had to review our approach to the payment for school lunches and due to the amount of outstanding payments as from **Monday 4th November 2024** lunch accounts **must** be in credit in order for us to be able to provide a school lunch.

The price of lunches has reduced following our change of supplier to £2.57 per day, but this has not reduced the balance owed to school at the end of each week. We are charged for every meal taken and are no longer able to absorb outstanding costs, or the administrative time taken to chase outstanding payments.

In future you will receive 1 text message / email or phone call when a lunch account goes overdrawn and if the account is not brought back into credit within 24 hours, and maintained in credit, we will no longer provide a school meal and you will be expected to provide a packed lunch for your child.

If you are experiencing difficulties regarding payment please contact the school to discuss. If you believe you may be eligible for income-based Free School Meals you can access the relevant council website via <https://www.gov.uk/apply-free-school-meals>.

All outstanding ParentPay lunch balances must be cleared and maintained in credit to ensure ongoing lunch provision from Monday 4th November 2024.

Universal Free School meal entitlement (Reception, Yr1 & Yr2) and Income-based Free School Meals are unaffected by this change.

Thank you for your co-operation

Sarah Stone
Headteacher

"SHINE like the star you are."