



19th September 2023

Dear Parents/Carers

Subject: Important Update Regarding Student Dinner Accounts

I am writing with regards to student lunch accounts as we have a significant number of students who are going into debt with their lunch accounts.

Please ensure that you monitor your child's account and top up their balance as required. **With effect from tomorrow 20th September 2023 students will only be allowed to have a maximum of £5 debt on their meal accounts.**

It is crucial to maintain a positive balance in your child's dinner account to avoid any inconvenience. We kindly request your cooperation in keeping your child's account in credit and promptly settling any outstanding amounts.

For those students who are eligible for Free School Meals (FSM) the format is as follows:

Free Hot Meal

Choice of daily Hot main meal served with either the Hot Dessert of the day or one of the cold Desserts on offer.

Free Cold Meal

Choice of either a Bagel, Sub roll, Wrap, Sandwich, Hoagie or Baguette served with either the Hot Dessert of the day or one of the cold Desserts on offer.

If your child is in receipt of FSM you may still be required to top up their account so they can buy extra drinks and snacks from the school canteen at break time and lunch time (which the FSM allowance may not cover).

The FSM allowance of £2.41 per day **does not cover ALL expenditure** in the canteen, it only covers either a set hot main meal and a dessert, or a cold option plus a dessert. If a student takes a snack at breaktime, this will alter the amount they have left to spend on lunch.

There will be a charge for all other items chosen that fall outside of these "meal deals". If you are ever unsure as to what items your child is choosing, you can always check their account on ParentPay for details. Please note that we are able to put daily spending caps on their account if you so wish.



In previous years we would have been advised about your child's eligibility for free school meals via the local council; however, this is no longer the case. Therefore, to confirm that your child *is* eligible please would you access the site below:

<https://pps.lgfl.org.uk/> and click "check eligibility" (you will need to enter your national insurance number and date of birth and full name.) There is also a FAQ button which provides lots of useful information.

Once you have completed the check, please would you forward the result to us at accounts@woodcotehigh.com and we can then ensure the entitlement is allocated to your child.

Thank you for your continued support.

Yours faithfully

Mrs M Edwards
Deputy Principal (Pastoral)

