

The Devonshire Hill Nursery & Primary School

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Tuesday 6th September 2016

Dear Parent/Carer,

School Meals and Dinner Money

Paying for Dinner Money

Further to the letter sent on 14th June 2016, I am writing to remind you that cost for school meals is now **£2.50 per child per day**. Dinner money should be paid in advance at least weekly, but ideally half-termly. There should be no debt showing on your child's account.

Online payments can be made using the following link: <https://www.scopay.com/devonshirehill-pri>. Please ask at the School Office for your account login details.

Alternatively, you can pay at the School Office during office opening hours. Payments will not be taken on Fridays. Receipts will be issued for all cash and cheque payments; please keep these as your proof of payment.

Universal Infant Free School Meals

Following the introduction of the government's Universal Infant Free School Meal policy in 2014, children from Reception to Year 2 are entitled to a funded meal. The school will still need to know your meal preferences so that the correct number of meals can be ordered; *please notify the School Office of any changes*.

Children moving from Year 2 to Year 3 are no longer automatically entitled to a free meal; if you believe you are entitled to Free School Meals (FSM), please ensure that your FSM status is up to date by checking with the School Office or complete the attached application form. *If you no longer want your child to have a school meal, you must complete a Change of Meal Preference form available at the School Office.*

Free School Meals

If you are entitled to FSM, you must reapply annually to continue to receive free school meals. Once your entitlement has been verified you will receive an approval letter with the expiry date of your entitlement. The school will also send a reminder letter at least two weeks prior to the expiry date. Please ensure that your FSM status is up-to-date and check with the school office if you are unsure. **Please note that the school cannot backdate any FSM applications and you will be charged for any meals taken between your expiry and renewal dates.**

If you wish to change your child's meal preference, you must give at least one week's notice by completing the relevant form at the School Office. If you do not notify us, you will continue to be charged for school meals.

Please contact the School Office if you have any queries regarding any of the information above.

Yours sincerely,

Gary Wong
School Business Manager

