



Woodfall Primary School

Woodfall Primary School
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To Parents / Carers of Infant Children

Changes to Lunch Arrangements

From 9 June we will be introducing a new system called Lunch Hound for our school meals. This will allow each child to have an 'electronic purse'. At the till, pupils will be identified by their on-screen photograph. This will enable:

- Parents to continue to pay in advance either weekly or half termly for their child's meals
- A smooth and efficient flow through the till
- Provide an accurate account of meals taken by the children
- Provide up to date balances on each 'electronic purse'
- Children in receipt of Free School Meals are served in a discrete manner

If you wish your child to receive a school lunch in future they will need, from 9 June, an 'electronic purse'. This can only happen when their 'electronic purse' is credited. To enable this we ask that you send payments into school on a **Monday** morning for the week ahead with your child, in an envelope clearly marked with their name, class and the amount enclosed on the front. Payments are to be made by either cash or cheque (payable to Cheshire West and Chester Council). This should then be handed to the class teacher who will forward it to the school office; alternatively it can be handed direct to the office. The office will then credit this amount to your child's 'electronic purse'. Pupils can still have meals on an ad hoc basis as long as their account is in credit.

This is the first step towards school using an electronic system with parents paying online which we are hoping to introduce during the next academic year. Please find enclosed a copy of our Protocol for School Meals Debt.

Yours sincerely

Mrs H Hough
Headteacher



Protocol For School Meals Debt Woodfall Primary School

From Monday 2 June 2014 Woodfall Primary School has adopted the following protocol for school meal debts.

If debts are incurred, the school budget has to pay Catering Services for them. This means that money which should be spent on the children's education has to be used to pay for debts incurred by parents. The school budget cannot support this debt.

Children will not be provided with a school lunch unless it is paid for, unless they are entitled to free school meals.

Parents must pay for the school lunches in advance on a Monday for any meals to be taken that week. Alternatively parents can pay in advance for the half-term.

If parents have not paid for a child's school lunches they will receive an email or text message advising them to pay immediately.

If the debt is not paid by the end of the week we will no longer be able to provide your child with a school lunch and will ask you to provide them with a packed lunch until your child's lunch account is back in credit.

If this debt remains outstanding, the Headteacher will write to the parents to explain that the school will begin legal proceedings against the parent to recover the debt.