



HARDWORKING

**Whitehill
Primary
School**

8th March 2019

Dear Parents and Carers

School Lunch Monies

I am writing to remind we wrote to you on 14th February asking for all monies owed to the school to be cleared by Monday 4th March. We stated that if this would lead to hardship to speak to the finance office or Mrs Mannings so we could arrange a repayment plan. We also let you know that moving forwards that accounts would need to have credit on them and never go into debt.

The finance team have started to contact parents this week, initially by text and email, to let them know if their account is in debt. If your account is in debt then please clear this or communicate immediately with us if this would lead to difficulties as above.

As stated previously, if substantial money is owed to the school then we will have no choice but to seek to recover the debt. Clearly this is something we would hope to not have to do and we want to communicate with families to ensure this never occurs. However, if it is necessary then we will do this as the implications are great to the school.

To clarify, if your child is in EYFS/KS1 all children are entitled to a Free School Meal (Universal Infant School Meals). If your child is in KS2 then if your family meets the eligibility criteria below then they would also be entitled to free school meals. If this is the case then please speak to the finance office as to how to arrange this.

Free School Meal Eligibility Criteria:

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

Thank you for support in this.

Yours sincerely

**Mr Lowing
Headteacher**

Headteacher: A Lowing