



*"Where every person matters"*

Dear Parent/ Carer,

It is Redwood school's responsibility for the collection of dinner money, school money should be paid in advanced unless your child is entitled to free school meals. School have application forms for free school meals if you feel you are entitled.

Redwood now has a clear set procedure for the payment and collection of school meal money and any arrears that occur.

School meal money should be sent into school on a Monday morning to pay for meals that current week. Payments can be made Via School Comms app online, cash or cheque this can be handed to your childs bus escort in an envelope clearly marked with your child's name and amount, please make cheque payable to GFM .

Please note a reminder will be sent to parents who have not paid that week by way of text.

If payment is not received a second week, you will receive a phone call from school to chase any outstanding payments.

If payments and arrears are not settled the third week then a debt letter will be sent home making you aware of your arrears. This must be settled immediately.

Should arrears total four weeks then parent's will be required to provide your child with a packed lunch, until all of your debt is cleared. Please be aware that it is parental responsibility to ensure your child has a lunch in the form of a paid meal or packed lunch from home. In the event of the debt not recovered and a packed lunch not provided from home, school reserve the right to request advice from the local authority services, and in extreme cases notify school's child protection officer of possible neglect.

If you are struggling with managing your school arrears please don't hesitate to contact Redwood Reception to discuss a payment plan.

Regards

Michelle Rowell

Pupil Administrator