



Hurst Park Primary School

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Headteacher

Mrs K. Divey B. Ed NPGH

September 2018

Dear Parents,

Re: PAYMENT OF SCHOOL MEALS – YEAR 3 TO YEAR 6

Unfortunately we have an increasing number of dinner accounts which remain unpaid in spite of repeated reminders. The school has to cover these debts owed to Surrey Commercial Services from our own school budget.

We would like to thank the majority of parents who do pay promptly for their children's meals. However, to ensure that our pupils are not adversely affected by the cost of school meal debts we have no alternative but to take a 'zero tolerance' approach going forward.

With immediate effect, all meals will need to be paid in advance (weekly or half-termly), in accordance with Surrey County Council's policy, so that all accounts are kept in credit. In the event that an account has an outstanding balance, which we appreciate can happen through oversight, we will notify parents and expect the debt to be cleared within 24 hours. If after this time the amount is still outstanding your child will need to bring in a packed lunch as we will not be able to provide a full school meal until the debt has been cleared. We will contact you on the day to inform you that this is happening. Any long outstanding debts will be referred to Surrey County Council's Legal Department for action.

You are able to check the balance of your account at any time on the Scopay website. The current cost of a school meal is £2.30 per day or £11.50 per week and payment can be made online (www.scopay.com/school), by cheque to Surrey County Council or by cash.

Thank you for your support,

Yours sincerely

**MRS N STEVENSON
SCHOOL BUSINESS MANAGER**

