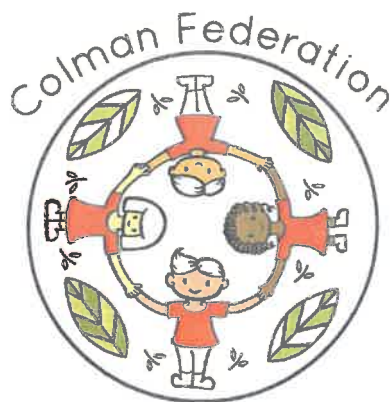


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

16th March 2020

Dear Parents/Carers

Important Changes regarding School Dinner Money

I am writing to let you know that a decision was made by Governors at the last Resources Committee to amend the School's Finance Policy around dinner money debt. With effect from Summer Term (20th April 2020), dinner monies must be paid for in advance and there will be no longer be a credit facility. Currently, the school operates a system whereby parents can owe up to £22.00 in dinner money debt. With budget constraints the school does not have the administrative resources to chase debts and have such large amounts of money outstanding.

Also, as you will be aware, from April we will be moving to a new catering supplier, Edwards and Blake. Therefore, with this change, moving forward from September 2020, all school dinners will be pre-ordered and paid for via Edwards and Blake's online payment system and not via the school. Further information around this will follow.

In November 2018, we launched an online payment system called ParentPay in which you can check your current balances for pupil meals. If you have not signed yourself up yet a login activation letter will be sent to you. If you have any outstanding dinner monies you will find enclosed in this envelope your outstanding balance as of the date specified. As a reminder dinners are £2.30 per day / £11.50 per week.

Enclosed in this letter is an application for Pupil Premium/Free School Meals. If you feel you may be eligible then please complete the form and return back to the School Office for them to send off. Alternatively, for a quicker response you can apply online at Norfolk County Council's website:-
<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>

If you wish your child to have a school dinner from week beginning 20th April 2020 you will need to have sufficient credit on your child's account to order this.

Continued.../

office@colmanfederation.org.uk

www.colmanfederation.norfolk.sch.uk

Should you have any queries around the upcoming changes then please contact the School Office.

With best wishes



Julie Sandford
Executive Headteacher
The Colman Federation

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