

# DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB  
Telephone 01952 386870



**Head Teacher: Becca Butler**

Dear Parents/Carers

## **School Dinner Accounts:**

As we have all worked through the difficulties of the last year or so we, as a school, have tried to be as helpful and supportive of our families as we can be. For this reason we have been a little more lenient than usual on letting your child have a school dinner even when there is no money on your account.

As we head quickly back to something like normality we need to re-establish our systems, so from Monday 14<sup>th</sup> June we would expect there to be enough money in your child's account to pay for any dinners ordered. It is very important that you keep track of how much money is on your child's account. All the information about the procedure is on the website but I have included it below for your reference:

### **Dinner Money Arrears**

*As you know, we operate a zero tolerance on meal arrears as some quite substantial overspends have built up on some of the children's accounts in previous years.*

*On the first day that children choose a lunch and do not have enough credit on their account, our kitchen team will let them have their meal, thus leaving arrears between 0.01p and £2.40. The parent/carer will get an email from the cook informing them of the debt so they are aware and can rectify the situation straight away. Before this, the parent/carer should also get an email from the cook warning of a low balance. If the arrears are not cleared, and if the children do not bring in a packed lunch from home, the kitchen team will give them an emergency meal (a cheese sandwich, fruit and/or a yoghurt) at lunchtime if they have a school meal. This will be chargeable.*

*In the past, parents/carers have also been rung by the office if their child's account is in debt and the child has ordered a dinner that day. In the future, this will not happen if your child's account is in debt. In that case, your child will automatically get an emergency meal (cheese sandwich, fruit and/or yoghurt).*

**It is important that parents/carers update the school with any changes to their main email account as that is how the kitchen send reminders out re: low credit etc.**

Thank you for your support and cooperation with this matter.

### General Reminders and Updates

- *If your child is absent and you have ordered a school packed lunch (sandwich) for that day then please let us know otherwise unfortunately you will be charged. A charge will also be made if you forget you have ordered a school packed lunch for your child and a meal from home is provided instead.*
- *Always pay dinner money in advance (currently £2.40 per day).*
- *Please pay on line, link below. If this is not possible, please put the money in an ENVELOPE and ensure that NAME and CLASS and AMOUNT and DATE are identified on the front as it can lead to much confusion without it. Please ask your child to pass the envelope to their teacher.*
- *If paying on-line, please remember to allow enough time for payment to go through (at least 24 hours).*
- *All children are checked in to dinners by name so that we can ensure everyone who has ordered a dinner for that day receives a dinner for that day.*
- *We have email addresses for most parents, but if you are not getting emails, please check with the office that we have your up to date email address.*

<https://www.dothillprimaryschool.co.uk/school-life/school-meals>

[https://www.telford.gov.uk/info/20028/school\\_meals/8/pay\\_for\\_school\\_meals](https://www.telford.gov.uk/info/20028/school_meals/8/pay_for_school_meals)

Best wishes

*Becca*

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