Dear Parent/Carer,

**New Pupils – Lunchtime Arrangements/Payment – How it all Works**

We have an on-line payment system called ParentPay. At this stage we are not requesting any payment from you, as we are unable to process this until your child actually starts at this school. However, what we **do** need is some indication as to how many of our new pupils will wish to have a school meal and those who will be having a packed lunch. **Could we please ask you to complete the separate school meal arrangement form and return it to this school A.S.A.P confirming your child’s meal pattern.**

We do ask that you make a firm decision as to your child’s meal arrangements. At this school our pupils follow a set meal pattern and are not permitted to opt in and out of school meals on a daily basis. Your child does have the option to take school meals on certain days, as long as this forms a regular weekly pattern (e.g. school meals every Monday and Friday and packed lunches the rest of the week). You will not be charged for a meal if your child was not present in school.

All changes to meal arrangements must be advised to the school office, in advance, either in writing, by email or by telephone in order to avoid being charged for unwanted meals. ***Kindly be aware that you may only make changes to your child’s meal arrangements once per half term.*** Please advise us if your child requires a vegetarian meal, as these meals are specifically ordered on a daily basis. If your child requires a school meal and is in need of a special medical diet we must be informed beforehand. You will need to organise with Taylor Shaw, our current meal provider a specialised meal plan for your child.

Your account should be kept in credit at all times. **If your account falls into debt you may be requested to remove your child from school meals until all the arrears have been cleared and your account taken back into a credit position**. Parents who meet certain criteria may qualify for Free School Meals. Please inform the school office if you believe your child may be eligible.

I hope this information has been useful and if you have any questions regarding school meal arrangements and/or payment please contact the school office and we will be happy to help.

Yours sincerely,

Nether Green Junior School Office

Tel 0114 2302461

**Nether Green Junior School**

*Please complete this form by placing a tick in the appropriate boxes and return to Nether Green Junior School Office – It is only possible to change this arrangement once per half term so please discuss this carefully with your child.*

**SCHOOL MEAL CHOICE**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NGJS Class \_\_\_\_\_\_\_\_\_\_\_\_\_

**School Meal** **Packed Lunch**

All week

Or only on the following days (*this must be a regular weekly pattern*)

Monday

Tuesday

Wednesday

Thursday

Friday

If choosing school meals will your child be eligible for/require any of the following options:-

Free School Meal\* (see below)

Vegetarian Meal

Medical Diet\*\*

\*\**Please provide details* *of Medical Diet as appropriate* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child has a Medical Diet currently in place at their Infant School - YES/NO

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer

\**Information on the entitlement to Free School Meals and an application form can be found on the Sheffield City Council website* [*https://www.sheffield.gov.uk/education/information-for-parentscarers/at-school/school-meals/free-school-meals*](https://www.sheffield.gov.uk/education/information-for-parentscarers/at-school/school-meals/free-school-meals)