



# Colley Lane Primary Academy

**A part of the Windsor Academy Trust**

Headteacher: Mr D Simpson

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Company registration no: 07523436  
Place of registration: England

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Dear Parents and Carers

We have recently seen a fall in the number of children taking up school dinners at Colley Lane and a number of occasions where children have wanted a different meal to the one that was ordered. We have reviewed our booking system for school dinners with the aim of introducing a more flexible and simple process for both parents and children.

Starting from next week, Monday 22nd November, we have decided that rather than booking the meals in advance, children will be able to choose what they would like to eat on the day at the counter, which fosters their independence and decision making. This will also give greater flexibility for parents who might want their child to have a hot dinner on that day.

Parents will still need to ensure that there is money in their child's Parent Mail account but children will indicate they are having a hot dinner on the day in registration. We are confident that this system will work better for children and parents.

As a reminder, Reception to Year 2 children are entitled to Universal Free School meals (all children in Reception, Year 1 and Year 2). This is a great opportunity for children to enjoy hot school meals in this colder weather. Please note that nursery children that attend for 30 hours a week, will need to pay for their meals.

As children move into Year 3, they may be entitled to free school meals if you are entitled to the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (you must have less than £616.67 a month net earned income (after tax - and not including any benefits))

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. If you wish to apply for Free School Meals click here [Free School Meals](#) or collect



a form from the office. For children who are awarded Free School Meals, other school entitlements will apply.

If you have any questions, please do not hesitate to contact the school office.

Kind regards

A handwritten signature in blue ink, appearing to read 'D. Simpson', followed by a long horizontal line extending to the right.

Mr Simpson  
Headteacher