



Colley Lane Primary Academy

A part of the Windsor Academy Trust

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Place of registration: England

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Dear Parents and Carers

Dinner Money and Tuck procedures

As a school and a community, we are aware that the coming Autumn term and beyond will bring challenges around the cost of living alongside the ordinary pressures of everyday life. With everything seeming to be costing more, we have been reviewing our lunchtime and tuck procedures to ensure that parents do not get into large negative balances.

From Monday, if your child does not have any credit on their account, they will still be able to have cooked dinners for two occasions to allow us time to get in contact with you and ask you to top up the account. This will mean that the account will be in a negative balance of £4.80 but we will ensure that you have been contacted so that any negative balance does not build up. The balance and top-up can be paid through Parentmail or via the school office.

Tuck (Key Stage 2)

We have noticed that some children are having tuck each day but then not having money for lunch. This might be that you were unaware they were having tuck and only putting enough money on for lunches. Please ensure that you have the conversation with your child if you would like them to have tuck. If your child's dinner account on ParentMail is in a negative balance, they will **not** be able to have tuck from the kitchen. We also have the facility to put a block on the tuck option for your child if you wish.

If you are having financial difficulties, please contact the school to look at support that you may be entitled to.

Please direct any queries regarding payment to the school office but check your ParentMail account regularly.

Thank you for your continued support.

Mr D Simpson
Headteacher

