



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
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Head of School: Jo Davies
Executive Head Teacher: Louise Johnson

30th September 2019

Dear Parents/Carers,

School Meals Payment Procedure

Please note that school dinner money should be paid in advance of any meal taken. Following an audit of the payments, the school has noted considerable debt accruing. Please be aware that the school is unable to carry the meal debt owed by pupils to Surrey County Council.

As of immediate effect, the school will require all school meal money to be paid in advance by a minimum of one week. The cost for one week's worth of meals is £11.75. Should an account have a nil or minus balance, parents/carers will be asked to provide their child with a packed lunch with immediate effect.

To avoid inadvertently slipping into debt, you may wish to pay more than a week's worth of meals. The cost for half a term is approximately **£83.00** and a full term is approximately **£153.00**. However, you may wish to pay on a monthly basis instead.

In light of the above, we ask that you check your dinner balance today and top up accordingly. On Friday, a letter will be sent to those families whose accounts have insufficient funds requesting them to send a packed lunch in to school from Monday 7th October.

We appreciate your understanding and assistance in this matter.

As usual, should you have any queries in this regard please feel free to contact the school office.

Kind Regards

Jo Davies
Head of School

www.queen-eleanors.surrey.sch.uk