



Headteacher : Miss Kate Jennings

School Meals Payment Procedures

Schools meals are to be ordered on the Monday for the following week. Parent / Carers should pay in advance either for the week, half term or term. Payment should be made via Parent Pay prior to meals being taken.

The Administration Team needs to be informed what meal arrangements your child is having.

Should payment not be made prior to the Monday morning, the Parent / Carer should contact the school immediately and arrange for payment to be made prior to lunchtime starting.

If a child arrives at school without a packed lunch then it will be deemed that the parents require a school meal to be provided therefore it will be charged at the standard cost of £2.40.

School Meal Statements

School Meal Statements will be sent to Parent / Carers whose school meal account is showing a debt.

The debt recovery policy will be adhered to, until any outstanding debt is settled.

All outstanding debts still have to be cleared once your child is bringing in a packed lunch.

In cases of genuine financial hardship, the school can make arrangements for a staged payment plan however, the Parent / Carer must remain in close communication with the school.

Free School Meals

It is the Parent / Carer responsibility to complete the necessary documentation required for free school meals. This prevents Parent / Carer falling into unnecessary arrears.

If an application for Free School Meals has not been completed, and a child is taking school meals the Parent / Carer must be informed that should the application be rejected payment for meals taken will be due immediately.

September 2022

Mission Grove Primary School

North Site : Buxton Road, Walthamstow, London, E17 7EJ

South Site : 108 Edinburgh Road, Walthamstow, London, E17 7QB

T : 020 8520 3487 F : 020 8520 8409 E : office@missiongrove.org.uk

www.missiongroveschool.com