



15th September 2023

Dear Parent/ Guardian,

Wellfield Academy

Headteacher Mr J Lewis

Catering Payments

As you are aware, we operate a cashless system in school to ensure that parents can closely monitor their child's account on a regular basis. All parents should now have access to this system and be able to upload money on a regular basis and to track the money being spent on this account.

Current catering service

At the minute, we open our school catering areas at the following times:

- 8.15-8.40am- Breakfast club
- 11.05-11.25am- break service
- 1.25-2pm- lunch service

Avoiding debt

We are incredibly mindful of the current cost of living crisis and the difficulties that many of our families currently face. Whilst we will never allow any of our students to go hungry, we have to be mindful of the potential for a student to develop a level of debt that parents may not always be aware of, particularly if they do not regularly check the online account. Therefore, we are now limiting the amount of debt that any student can create to £5 which is roughly the equivalent of two school lunches. If your child does go into debt up to £5, we will be in touch with you to ensure you are fully aware and to ask for the account to be updated.

Supporting families

I appreciate that discussing your financial situation is a sensitive matter and one that you may not be willing to discuss with us. However, if you are struggling with the payments or we can help in any way, please contact us. Your information will always be treated extremely sensitively.

Current debt

There are lots of accounts that entered into debt during the last academic year. Therefore, we are contacting families to ensure all accounts are settled and, if needed, support and advice can be given to families with settling these debts.

Free School Meal provision

At the moment, we offer a breakfast club to all of our students from 8.15am, during which time all of our Free School Meal students are able to have a free breakfast up the value of £1.65. Students in receipt of FSM can access the catering service at break time but please be aware that any purchased at this time must be paid for. The £2.50 that students receive each day is to be used during the lunch service in the canteen or old gym and this limit cannot be exceeded.

Applying for Free School Meals (FSM)

There may be some parents who are unaware of the application process for FSM. I have included the link below and the eligibility criteria. If you do require any support with your application, we are more than happy to help so please just email us or pop in to one of our parent/carers drop ins every Monday 2.15-3pm.

<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=2>

Your child may be able to get free school meals if you get any of the following:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance



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- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

If your child is currently eligible for free school meals, that eligibility will be protected until Universal Credit is introduced (expected 31 March 2025) even if your circumstances change. If your child is still in education on this date, they will be eligible until they finish the phase of schooling (primary or secondary) they are in.

Yours sincerely,

Mr J Lewis
Headteacher