

September 2011

Dear Parent/Carer

If you wish your child to have school meals you will need to know the following:

Procedures

- To start school meals please fill in a registration form a week in advance with the starting date and put it into the dinner money box at the school. **Children will not be provided with a school lunch without prior notice.**
- Registration forms and dinner money envelopes are available from the school office.
- You can complete the registration form online if you will be making payments online, via www.ealingmeals.com
- School meals are £10.50 per week.
- If your child is entitled to free meals please fill in the registration form and tick the free meals box at the bottom of the form. Please note that you are required to apply at the council for free meal entitlement before taking the meals.
- Please ensure all payments for meals are paid in **advance** ensuring your child's name, class, and the days for which the meals are required are clearly marked on the Harrison's dinner money envelopes and hand it into the school/dinner money box.
- Please ensure you pay the exact amount as **no** change will be given.
- Credits will be carried forward to the following week.
- It will be assumed for paying pupils that all meals that have been paid for will be taken.
- You will be able to claim credits for untaken meals through sickness or other absences and school closures, by contacting our office or when making a payment via the envelope.
- If you wish to change your child's lunch requirements please give Harrison's **one week's notice to avoid charges.**
- If you have any queries about your child's account please phone through to Harrison's office, the school **will not** have any information about the account.

Payment Methods

- Payment via the web by logging onto www.ealingmeals.com and follow the instructions.
- Payment via debit/Credit card by phoning through to Harrison's office 0208 280 0318/0319/0312
- Payment by cash in a dinner money envelope. **Please note that no receipts are given, and this is not a preferred method of payment.**

If you have any queries please do not hesitate to contact me on 0208 280 0318/0319/0312 or alternatively e-mail me on dalbir.uppal@harrisoncatering.co.uk.