



Through the light of God we grow

Manston St James Primary Academy

Sandbed Lane
Cross Gates
LS15 8JH

Tel: 0113 859 2073

Website: www.manstonstjames.co.uk

Email: info@manstonstjames.co.uk

Executive Principal: Mrs H Pratten

Headteacher: Mrs A Dunn

2nd July 2019

Dear Parent/Carer

I am writing to let you know that the Universal Free School Meal Scheme is only available for pupils in reception through to the end of year 2.

As your child will be moving to year 3 in September we need to advise you that payment will be required if your child continues to have a school meal unless you qualify for Free School Meals (see below). School meals currently cost £2.40 per day (£12.00 a week) which must be paid prior to, or during, the week the meals are taken. Payment should be made via the online Parentpay system; if you require your Parentpay Activation codes please contact the school office.

If you think you might be entitled to Free School Meals, then please visit the following website for more information www.leeds.gov.uk/residents/council-tax-and-benefits/free-school-meals

Please complete the slip below with your meal preference and return to the school office by Friday 12th July 2019.

If you have any queries regarding the provision of school meals or about this letter, please speak to the school office.

Yours sincerely

S A Bambrook

Shelley Bambrook

Administrator

To: School Office (year 2 to year 3 meal changes)

Child's Name: _____ Current Class: _____

From September 2019 my child will have:

*please tick

School Meals

Packed Lunch

Signed: _____ (Parent/Carer) Date: _____

