



Dear Parent/Carers,

We are writing to inform parents of an increase in charges for school lunches for children in Year 3 and upward.

The increase is due to a rise in cost per meal from our Local Authority caterer – Caterlink. The school has been covering the cost of this increase since the beginning of the academic year. We have conducted an audit of meal prices in local schools in this area and the new price will bring us in line with the lower average cost of a school meal.

- The cost of a meal for children in Years 3 – 6 will rise 15p per meal from £2.30 to £2.45.
- With the increase implemented from January 5th, the overall cost of having school meals for every day for the 1<sup>st</sup> half of the Spring Term will rise to £68.60.
- This is an increase of £4.20 for 1<sup>st</sup> half of the Spring Term for those children who have a school lunch every day.

The increase will take effect from January and will be adjusted on ParentPay accordingly.

We are aware that this may affect the uptake of school meals and so would like to take this opportunity to confirm all meals patterns for all children across the school. If your child has a school lunch on any day, please click here to re-confirm their meal pattern moving forward – [School Meals Confirmation Form](#). Please complete this by December 31<sup>st</sup>.

If you wish to make a change to your child's uptake of school meals at any time in the future, you should email [schoolmeals@st-stephens.richmond.sch.uk](mailto:schoolmeals@st-stephens.richmond.sch.uk).

- Children in Reception, Year 1 and Year 2 will continue to receive free Universal Infant School Meals, which are paid for by the Government.
- Those families who qualify for Free School Meals will continue to receive lunches free of charge.

As a school we are obliged to ensure and committed to demonstrating value for money. The cost for any service provided by the school – and any rise in those costs – is interrogated thoroughly before it is implemented.

If you have any queries, please contact the school office.

Many thanks,

St. Stephen's School