

18th September 2023

Dear Parent/Carer

**Re: Catering and Account Information**

We are writing to you to clarify the Academy and our catering partner ISS's standpoint in relation to their meal deal and overdrawn accounts.

The lunch meal deal consists of the following:

Hot main dish or standard triangle sandwich (ham, cheese or egg) or jacket potato (one filling)

And a small bottle of water

Cookie / muffin or hot pudding or piece of fruit

Items not included: these are priced individually:

Baguettes / premium triangle sandwich (tuna, chicken mayo etc) / jacket potato (2 fillings) / sausage rolls / hot wrap / toastie / full panini / other drinks / oreo (2 pack) / popcorn / other retail items.

Break items are not included in the meal deal and these will have a negative effect on the free school meal allowance of £2.71 if items are purchased at a break time. **Students who are entitled to free school meals who wish to purchase food at breaktime will need additional funds added to their accounts to cover these items or a lesser allowance will be available to them at lunch time.**

We do aim to support the welfare of our students; however, we would really appreciate it if you could regularly check your child's catering account to ensure that it doesn't become overdrawn. Should it be brought to the Academy's attention that a student is overdrawn on their catering account the student will be offered a basic sandwich and water to ensure that they are fed during the day and a call/ text home to parent / carer will be made to remind them to top up the account. Should the debit become very high, there may be an impact for students accessing extracurricular activities.

How the Academy can support you to manage the catering costs for school meals: The finance team, [finance@ripon.outwood.com](mailto:finance@ripon.outwood.com), can put a restriction on the account so you can fix the spend per day for your child. You can use this link [Parental Payments](#) to access the parental payments ipayimpact portal. Should you wish to check if you are eligible for the free school meal allowance, you can do so through the gov.uk website on this link [Apply free school meals](#)

The Academy does ensure that the welfare of students is a priority, however it cannot sustain unpaid meal costs.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

We would like to thank you for your assistance in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David O'Brien', with a stylized flourish at the end.

Mr David O'Brien  
Vice Principal