



SHARPS COPSE PRIMARY SCHOOL

Headteacher Mr M. Elsen – BEd (Hons) - NPQH

Business Manager: Mrs L. Setterfield

Prospect Lane, HAVANT, Hants, PO9 5PE
Telephone: 023 9248 4545

e-mail: adminoffice@sharpscopse.hants.sch.uk
website: www.sharpscopse.hants.sch.uk

Our ref: SCPN School Lunches – May 2023

23rd May 2023

Dear Parents & Carers

As previously mentioned, I am writing to remind you that school prices will increase effective from Monday 5th June, and will cost **£3.00** per day. This is payable in advance using your child's **SCOPay** account and preferably on the **Monday** before meals are taken during that week. SCOPay account details are available from the school office by calling the above phone number or by request using our adminoffice@sharpscopse.hants.sch.uk mailbox; please put your child's name in the **subject heading**.

If your child is absent during this time, the meal will be credited and carried forward until their return to school. **£15.00** per week should be paid if they have a school lunch every day. Please follow this link <https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/menu-primary> for the current school meal menu. This will change when we return to school after the autumn half term break; more details will be made available once we receive notification from the school caterer's and sent to you in advance.

The services provided by school are no different to those provided by any other business in that meals and other services must be paid for in advance and on demand. Most parents and carers understand that they cannot take their child(ren) to McDonald's and expect the provision of food or services without paying, or expect before and after school clubs or the services of a football coach or music teacher to teach their child(ren) free of charge.

However a minority of parents or carers do not pay on time for services provided by the school, putting the school in the position of subsidising these few families with funding that is intended by law to educate all children. This also causes considerable extra work for office staff and embarrassment for all concerned by chasing outstanding money owed to the school.

The Governors at Sharps Copse Primary School take the stance that the best system of approach is a **'NO DEBT'** policy. We understand that it may seem a very hard stand as there has previously been a culture of debt tolerance. However, it should become easy to maintain once parents and carers realise our school only offer free school meals to children whose parents qualify for **Free School Meal (FSM)** entitlement and/or **Universal Free School Meals (UFSMs)**, applicable to children in **Years R – 2**.

To find out if your child is entitled to a free school meal visit www.hants.gov.uk/hc3s and follow **'Free School Meals'** to check your eligibility to register, and we'll do the rest for you.

Parents and carers who have not paid for lunches through their child's **SCOPay** account, provided them with a packed lunch or made arrangements for them to go home for lunch, will be contacted by the office.

If a parent or carer genuinely forgets to pay, or has left the packed lunch at home and is unable to return, the school may grant a debt allowance of one meal, and is dependent on whether there are other school debts. However this debt must be paid by the end of the day of receipt or at the latest the next day and future meals must be paid for in advance before any more meals are provided.

If parents and carers make no attempt to clear the debt, provide a packed lunch for their child(ren) or arrange for them to be collected to go home for lunch, the school will send a final letter from the Headteacher warning that legal proceedings may be taken. Once this final letter has been issued, your child won't be able to receive school lunches until the debt has been cleared. There is also a possibility that Children's Services will be informed that these parents or carers are not carrying out their responsibility and duty of care to their child(ren) by not providing food for them at lunchtime.

Parents and carers should be aware that when there is an outstanding debt at school, access to other services eg, Before and After School Activity Clubs will not be permitted until the debt is cleared. Parents and carers should also be aware that fees are expected to be paid in **advance** for their child(ren's) attendance at these clubs as our per **terms and conditions**, and that uncleared debts could lead to their child(ren's) placement being removed. Children's accounts are pre-populated in advance of expected attendance every 4-5 weeks and is dependent on when the 1st of each month falls. If a child is absent due to illness or the school has received advanced notice of non-attendance, a credit will be forwarded until they return to school.

More details about our school debt management can be found in our **School Debt Policy** held on our website on www.sharpscopse.hants.sch.uk or a hard copy can be obtained via our school office on request.

Please don't hesitate to contact me on the above number, or catch me on the playground before or after school if you need further information about the content of this letter, where I'll be more than happy to answer any concerns or queries you may have.

Thank you for your continued support and co-operation.

Yours sincerely



M. Elsen
Headteacher

Attachment: School Meal Menu – May 2023



Week 1 Commencing 17/04/23, 08/05/23, 05/06/23, 26/06/23, 17/07/23, 11/09/23 & 02/10/23

DAY	RED CHOICE	GREEN CHOICE	Dessert
Monday	Pork sausages with mashed potato	Nacho bites with diced potatoes	Ice cream or yoghurt with fruit salad
Tuesday	Cheeseburger with crinkle cut wedges	Sweet potato & lentil curry with a blend of brown and white rice	Shortbread biscuit
Wednesday	Ham carbonara with penne pasta	Margherita pizza	Trifle
Thursday	Sliced beef with Yorkshire pudding	Quorn pieces in a Yorkshire pudding	Chocolate pudding
Friday	Baked fish fingers	Summer vegetable quiche	Banana flapjack

Week 2 commencing 24/04/23, 15/05/23, 12/06/23, 03/07/23, 28/08/23, 18/09/23 & 09/10/23

DAY	RED CHOICE	GREEN CHOICE	Dessert
Monday	Pork sausage roll with diced potatoes	Roasted vegetable lasagne	Ice cream or yoghurt with fruit salad
Tuesday	Chicken nuggets with crinkle wedges	Vegetable and bean Burrito	Chocolate cookie
Wednesday	Bubble salmon	Margherita pizza	Orange & strawberry jelly
Thursday	Sliced pork and Yorkshire pudding	Quorn and leek pastry crown	Lemon drizzle sponge
Friday	Baked battered fish	Somerset cheddar cheese & tomato quesadilla	Love cake

Week 3 Commencing 01/05/23, 22/05/23, 19/06/23, 10/07/23, 04/09/23, 25/09/23 & 16/10/23

DAY	RED CHOICE	GREEN CHOICE	Dessert
Monday	Chicken meatball sub with BBQ sauce & diced potatoes	Five bean chilli with a blend of brown and white rice	Ice cream or yoghurt with fruit salad
Tuesday	Chicken Katsu curry with a blend of brown and white rice	Tomato pasta	Oat and sultana cookie
Wednesday	Fishcake	Margherita pizza	Orange jelly topped with chocolate whip
Thursday	Roast chicken with Yorkshire pudding	Vegetable wellington	Victoria sponge
Friday	Baked fish fingers and chips	Macaroni cheese	Chocolate brownie

All choices served with potato of the day and a pudding of the day

YOUR JACKET POTATO MENU



MONDAY

Jacket potato with
baked beans



TUESDAY

Jacket potato with
grated cheese



WEDNESDAY

Jacket potato with
tuna and sweetcorn



THURSDAY

Jacket potato with
ham and cheese
garnish



FRIDAY

Jacket potato with 2
pork sausages & baked
beans



ALL SERVED
WITH A CHOICE
OF SALAD OR
VEGETABLE OF
THE DAY



DESSERT
INCLUDED