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Date March 2017

Dear Parents/Carers,

On our return after the Easter Holidays (Tuesday 18<sup>th</sup> April 2017) we will no longer be able to take cash for the payment of school dinners. DOLCE our school caterers are able to take payment through Live kitchen.

There will be several ways you can make payment

#### Direct Debit

A Direct Debit is a great way to manage payment for your child's meals, you can choose from a selection of dates the most suitable date for yourself and a statement will be sent to you 10 days prior to the collection date detailing the meals your child has been provided with at school.

To arrange a Direct Debit please log into your Live Kitchen account and follow the onscreen instructions.

#### Online Payments

Dolce have introduced an online payment option for all parents which can be accessed through your Live Kitchen account.

#### Telephone Card payments

The Customer Care team at Live kitchen can take your card payment over the phone on 01937-581427. They are available 08.30am – 5.00pm. There is a 1% processing and 10p transaction fee for all telephone payments.

If you do not already have a Live Kitchen account please pass on to school office your email address and we will forward to Live Kitchen who will send you an email with details of login information.

If you have any queries/questions regarding Live Kitchen please contact their Customer Care team on 01937-581427.

Under the Government's Universal Free School Meal Scheme children in Reception/Year 1 and Year 2 currently receive free school meals automatically however if you are in receipt of certain benefits :

- \* Income Support
- \*Guaranteed part of pension credit
- \*Income based jobseeker's allowance
- \*Income related Employment and Support Allowance
- \*Universal credit

You can make a claim for Free School Meals through Manchester City Council that would mean the school receive extra funding through the Pupil Premium scheme. This extra funding helps to pay for support staff, additional activities, trips and much more. If you think you may be entitled to Free School Meals for any of your children please collect an application form at the office or apply online at [www.manchester.gov.uk/benefits](http://www.manchester.gov.uk/benefits)

