1. Have the school contacted the parent through a reminder note following a debt of 5 meals

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| Comments:- |

\*(If you have not sent a reminder to the parent please do so.)

2. Following the parent not bringing money to the school or paying online by the next day, the school are to send the PY18 letter to the parent and to arrange a time to meet and discuss this with them.

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| Comments:- |

\*(Please note all that was discussed with the parent, please include any issues that they may have with providing payment.)

3. If payment has not arrived at the school and the debt has increased to 10 meals please send a PY19 letter to the parent, also the school will need to arrange to meet again with the parent to discuss this matter.

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| Comments:- |

If the child continues to come to the school without money or a packed lunch, please complete the steering document and send to Teulu Mon and the schools welfare officer this will allow the relevant departments to identify if the family are known to them and to offer further support if necessary.