

Eich Cyf/Your Ref  
Ein Cyf/Our ref SW  
Dyddiad/Date 01.10.18  
Gofynner am/Ask for Sue  
Williams  
Rhif Cyswllt/Contact No  
01978 315645  
E-bost/E-mail  
[sue.williams@wrexham.gov.uk](mailto:sue.williams@wrexham.gov.uk)

Dear Parent / Guardian,

There will be a major change in our policy regarding debt on school meal accounts, implemented with effect from 05/11/18.

Wrexham School Meals are unfortunately no longer able to continue allowing parents and guardians of primary school pupils to run up debts on meal accounts, and from 05/11/18 you must ensure that all school meals are paid for in advance. This is the same system currently in place for high school pupils in Wrexham.

Any existing debts must be cleared by that date, and we will not serve any meals to pupils whose accounts are in debt, you will need to provide a packed lunch.

If you have any queries, or require assistance in agreeing a payment plan for existing debts, please telephone 01978 315645.

Thank you for your co-operation in this matter.

Yours sincerely,



**Sue Williams**  
**Primary Schools Catering Manager**