



'Let the light of Jesus shine through in all we think and say and do.'

4th April 2019

Dear Parents,

ParentPay

From Monday 29th April, we will no longer be accepting cash or cheques to pay for dinner money. Instead, parents will be able to pay online for school meals and, over time, trips as well. Parents can book meals and pay securely using a credit/debit card or through Paypoint. All that you need is the activation letter from school.

Even if you don't currently pay for school dinners (for example if your child is entitled to a universal free school meal due to their age), please still activate your account. This will mean that you can choose a specific meal for your child, for example a jacket potato every Friday (we will assume all infants will have a main meal unless you specify otherwise), as well as pay for other items in the future, such as trips.

The new summer menu, which will start on Monday 29th April, is available to view in ParentPay and meals from this menu can be selected as required. Meal bookings **MUST** be made by midnight of the day before the meal is required. Meal bookings can no longer be taken on the day.

Please be aware that if you currently have a credit or debit balance on your dinner money account, this will be entered onto the system and will be available to view by Monday 29th April. I would be grateful if any outstanding dinner money could be settled before the end of term, preferably by the beginning of next week if possible. This will allow time for all balances to be entered onto the system as early as possible. Please speak to the school office if you are unsure of the balance on your account.

Instructions for activating your account and booking meals are attached to this letter, however if you need any more information or support in using the site, please let the school office know. These guides are also available on our website on the parents page.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Mrs K Payce-Drury'.

Mrs K Payce-Drury – Head of School

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Executive Headteacher – Mr G Lobb Head of School – Mrs K Payce-Drury