

12 July 2023

Dear Parents/Carers,

ParentPay Accounts - Year 6 Leaver Balances

As your child will be leaving our school on 21 July 2023, I am writing to let you know what you will need to do with regards to payments for school meals.

Paying for School Meals

You will need to plan how much money you will need to pay into your child's lunch account between now and the end of term. School Meals cost £2.20 per day.

Please note that balances are not transferable between schools, if there is a balance on your child's account at the end of term, it will be refunded in one of the following ways:

- Credited to the account of a sibling who will still be attending the school.
- If you paid online, the balance will be refunded to your Parent Account in ParentPay (you will need to log in and request a withdrawal for the funds to be credited back to your credit/debit card).
- By cash/cheque from the school office (in September) if the original payment was made at a PayPoint.

To avoid processing refunds, it would be appreciated if you only pay funds into your child's account to cover the meals they will be having until the end of term. Your child should not have a school meal if there are insufficient funds on their account.

To keep an eye on the balance, log into your ParentPay account at www.parentpay.com. Alternatively, if you do not have access to an online account, you can ask the school office to provide you with the balance of your child's account.

It is very important that any debts are repaid before the end of term.

Thank you for helping us plan for the end of the school year. If you have any queries, then please do not hesitate to contact the school office.

Yours sincerely

Pauline Macleod
Pupil Welfare and Attendance Manager

