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11th June 2018

Dear Parents and Carers,

Online payments are on the way!

As part of our ongoing efforts to improve efficiency and convenience for parents, and staff in the school office, we will shortly be introducing an online payment/ordering system.

The system will allow you to:

- Order and pay (if necessary) for school meals
- Pay for breakfast club
- Give permission and pay for school trips and events.



We are aware that many of you have been asking for this facility for a long time, and we are excited that we are now able to introduce a system that works well in many other schools. We aim to go live with the system on Monday 25th June.

It will not be possible to order school meals on the new system unless you are in credit or making a payment as you order. Meals for children who are eligible for Universal Free School Meals (UFMS) or Free School Meals can be ordered without payment having to be made. To ensure that everything is set up correctly, we are asking you to check your dinner money balance and if money is owed, clear it by **Wednesday 20th June**. Any payments already made in advance for dinners will be transferred on to the new system. If you need to confirm your current balance, please contact the school office.

Log in details will be issued to parents in person before the 'go live' date, along with instructions and where to access help with the system/process. For those parents unable to collect in person, details will be posted.

We would like to reassure all parents that we will still be able to accept payments and permissions for trips through the school office. However, please note that in line with the new system, you will need to be in credit, and pay for school meals as they are ordered. This has always been our policy, however, until now has not been enforced. Over time, we hope that most parents will sign up to use the new system.

All new trips and events going forward will be set up online. As soon as you have your logon details, you will be able to start using the system from the **25th June**.

As with any new system, there will be teething problems and we ask that you bear with us for the implementation period! If you have any questions, please contact the school office in the first instance.

Yours sincerely

Mrs Claire Linfoot
School Business Manager