

December 2019

Dear Parents/Carers

Change to Catering Finances

I am writing to inform you that there will be an amendment to how we administer the catering accounts for students. Currently the money which you pay via School Comms is credited to the school's bank account and the money is then transferred to Caterlink our contract caterers.

To reduce this administrative burden, any monies paid into student's accounts will in future go directly to Caterlink's bank account. This change will be effective from 6th January 2020*

As an end user, you will not notice a difference. You will still be required to pay money via Parent Pay/School Comms into the descriptor "Dinner Money" as previously.

If you have any queries/questions, these should initially be directed to the school office who will pass on to the catering team.

*From this date there will be a discretionary £2.25 debt limit, to ensure your child does not go without food if their account is not topped up for one day.

However your child's account will not be allowed to go into debt further than £2.25. It is your responsibility, as a parent to ensure there are sufficient funds in your child's catering account.

A Whitehead
Headteacher