

22 February 2018

Dear parent/guardian

RE: Lunch Procedure Changes

From Monday 26th February 2018 we will be introducing lunch vouchers. The cost of a voucher is £2. The purpose of having the vouchers is to help accommodate students who may have forgotten/lost their lunch money or don't have enough. This will therefore mean the £5 overdraft on their accounts will no longer be available.

Money owed must be paid back to Student Services. All students must have permission to retrieve a lunch voucher. A letter was sent out prior to the half term with a consent slip on the bottom. This must be returned as soon as possible.

A letter will be sent out monthly for any outstanding balances. If your child reaches £6 worth of vouchers over the year, they will not be able to retrieve a lunch voucher until this balance is paid.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,



Miss J While
Office Manager