



30th June 2020

Year 6 children

Dear Parents/Carers,

School Meals

As your children will be leaving in July, we wanted to make you aware of the end of year procedures associated with school meals and Parent Pay.

If your child currently has a credit balance and has been unable to use this due to COVID-19, please let us know and we will be able to refund the money. Refunds can be done through Parent Pay for large amounts of money, and the office can help with small amounts. If you do not request a refund we will unfortunately not be able to arrange a refund to your account, so please contact us before Wednesday 8th July. **If there is a debt owing, this must be cleared by Wednesday 8th July.**

If you have other children in school, you can request that any credit balance is moved to their accounts, and we can arrange that.

If you have any queries, please do get in contact the school office by Wednesday 8th July 2020. We would be grateful if you would complete and return the slip (below) and please could you return it to the school office on admin@minchscool.net

With thanks
Yours sincerely

E James.

Ellie James
Minchinhampton C of E Primary Academy

(Please delete as appropriate)

Child's Name _____ Class _____

My child does not have school meals	Y/N
My child has school meals and I currently have a credit balance	Y/N
My child has school meals and I currently have a debit balance, which will be cleared	Y/N
I have other children in school, and any credit balance remaining can be moved for them	Y/N

Signed _____ Date: _____

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