



16<sup>th</sup> January 2017

Dear Parents/Carers

We have an increasing number of children whose dinner money is not being paid each Monday.

Please be aware of the dinner money policy. Dinners cost **£2.00** a day, **£10.00** for the week and these prices are set by Citywide (and are subject to change). The money has to be paid in advance on a Monday or the first day of attendance for your child. Money should be put in an envelope clearly marked with your child's name and class and what the money is for. Cheques for dinner money are acceptable and should be made payable to Citywide. You can pay in advance, for your child's dinners weekly, half termly or termly if you prefer. Please contact the office if you wish to confirm the amount.

The following will be North Walkdens system for dinner monies:

Week 1 - If you fall behind on the payment, a text will be sent at the end of the week to remind about payment.

Week 2 - If payment is still not made, a warning letter will be sent out, stating that the debt will be passed onto Citywide if payment is not made by the end of that week.

Week 3 - The debt will be passed over to Citywide and you will be asked to supply a packed lunch.

We are currently reviewing dinner monies, you will receive a letter if you have any outstanding balances with a statement of your account, in order for you to bring your account up to date. If you have any problems please contact the office and we can agree a payment plan if needed. No account should be in arrears.

Yours sincerely,

Mrs L Nolan

School Business Manager

**Head Teacher: Mrs H Warburton**

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