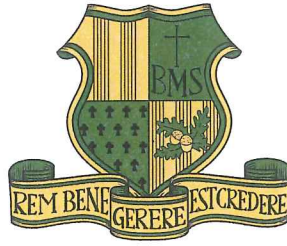


BREWOD CE (C) MIDDLE SCHOOL

School Road, Brewod Stafford. ST19 9DS



15 September 2014

Dear Parents

Main Line : 01902 850266

Absence Line : 01902 859929

School Uniform Shop : 01902 859924

Facsimile: 01902 851332

email: office@brewod.staffs.sch.uk

CASHLESS TILL SYSTEM

On Monday 29 September we change from school meals and break sales being paid in cash to payment through the medium of ParentPay.

The following are important steps you need to take in advance of the changeover:

- Ensure that you have returned your consent form to the biometric system, should you have mislaid the form or not received one please let us know. Registration takes place on Tuesday 23 September and we therefore need this form to be returned as soon as possible.
- Ensure that you have your log-in username and password for ParentPay **and** that you have actually logged in and registered your details. This particularly applies to year 5 parents who may not have used ParentPay before.
- In advance of 29 September you will need to credit your School Meals account on ParentPay with an amount of money you consider covers your child's regular spend on dinners and break sales, the minimum payment accepted on ParentPay is £10.
- Please remember that you will need to keep the balance topped up to meet future meal costs. The daily limit of expenditure by your child is set at £5; if you wish to change this limit please let us know in writing.
- Whilst you are able to check the balance of the account on ParentPay, you are also able to request alerts by e-mail or SMS text when the balance falls below a prescribed limit. No charge is made for e-mails with a small charge for texts, details can be found at www.parentpay.co.uk. Please remember to verify your e-mail and/or mobile number to receive alerts.

Thank you for assisting us in making this change which we see as being a major improvement for the benefit of both the School and pupils.

Yours sincerely

D I Swift
Executive Headteacher

Andrew Graham
School Bursar