Bishop Rawstorne
Church of England Academy

National Teaching School

October 2012

Dear Parent/Guardian

Further to my previous letter regarding SchoolMoney, we are delighted to announce that we are now in a position to offer the facility for parents to make payments on-line for lunch money.

Should you wish to use this system the following procedure will take place:

- At the beginning of each term you will receive a text message from the school inviting you to access a website as an option to make a payment for your son/daughter's lunch money. Therefore, please ensure that our records of your mobile number is kept up to date.

- You will be able to upload on to the system a maximum of £250 per term – which is approximately equivalent to £3.50 per day.
  Please note it is entirely your decision as to how much you place on to your son/daughter's account. This can be added to throughout the term, and your child can also add money to their account via cash on the machine or by cheque (made payable to Mellors Catering Services).

- Any payments added to your son/daughter's account after 9.30am will only appear on their balance the following day.

- Should you choose to use the on-line system, there is a small fee to be paid of 39p per debit card transaction and 1.65% per credit card transaction. Attached is a copy of the user guide which is also available on the school website.

Thank you for your co-operation in this matter.

Yours sincerely

JP Cowley

Mr J P Cowley
Headteacher

nwlp
north west leadership partnership

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