

Oaklands Junior School

Headteacher - Mrs H West

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4th October 2019

Dear Parents/Carers,

We would like to remind parents and carers of the importance of keeping payments for lunch accounts up to date and ask that any outstanding debts relating to school lunches are paid for as soon as possible.

As we are now in October we would hope parents have had the chance to set up the online payment system if their children are taking school dinners. If you have had any problems setting up your account please contact the school office. There is also a facility to set an alert if your account drops below a certain amount and a copy of these instructions is attached.

We will be sending out emails shortly informing any parents who maybe in arrears. If you receive an email, please can you ensure that any debts are cleared by Friday 11th October. If you have any query or difficulty with payment, please let us know and we will endeavour to help.

Beginning on Monday 14th October, if your child orders a meal and your account is in arrears, we will provide a lunch for that day **only**. You will be contacted on that day to advise you to provide a packed lunch the next day or to top up your account before your child can place another order. A packed lunch will need to be provided until the account is in credit.

We appreciate your support in this matter.

Yours faithfully,

A handwritten signature in black ink that reads 'HWest'.

Mrs. H. West
Headteacher