



20th December 2017

Dear Parents/Carers,

As you will be aware the new Menu Selection system on ParentPay has been charging Nursery school meals at £2.10 rather than £1.60 each. This has now been resolved.

As from Wednesday 20th December the menu for the Spring term will be available on ParentPay. To order from this menu Nursery parents will need to select the '**MORNINGS**' option from the session time dropdown box. You will then be able to select and pay for your child's school meals, charged at £1.60 each.

If you have been overcharged for the Nursery school meals since 30th October, this amount will be refunded by ParentPay back to your child's pupil account. Any meals booked for the 9th January onwards will be paid from this account. You will need to top up your child's pupil account once this balance has reduced. This is the only way the Menu Selection ordering system will be able to charge the correct amount for the Nursery meals.

Yours sincerely,

Gail Lee