



NOTTINGHAM  
FREE SCHOOL

26 January 2016

Dear Parent(s)/Carer(s),

The installation of our cashless catering system in September has seen an improved success in the management of cash and administration for the payment of school lunches. However, we have an increasing number of students who regularly have insufficient funds to pay for their meal.

I would like to remind you that if your child does not have enough money on their account to purchase a school meal it is their responsibility to advise you they require further funds to top up their account. If your child has insufficient funds a 'Lend' can be processed at the till, which will then allow a meal to be taken. This should only be used in exceptional circumstances and needs to be authorised by the Catering Manager. For any subsequent short falls your child will be allowed to phone home from the school office to request funds either be paid in or brought in to school in order for them to purchase a meal.

Funds can be paid direct in to the school account by bank transfer using the following details;

Bank: RBS City Office, 89 South Parade, Nottingham NG1 2JS  
Account number: 11526417  
Sort code: 16-26-32

Please give the transfer a title with your child's name and the reason for payment, e.g. Joe Bloggs dinner.

Alternatively if you think you are eligible for free school meals, please contact the Pupil Benefits Contact Centre, Angel Row, Nottingham NG1 6HP on 0115 9154084.

If you have any further questions or need to discuss this further please do not hesitate to contact the school either by email or telephone on the details below.

Yours faithfully

Mrs J Brown  
Head of School