



15 June 2017

Dear Parents / Carers

**Changes to our cashless catering system**

On Friday the 23<sup>rd</sup> of June we will be replacing our cashless catering system at the Academy.

We would like to request that you do not top up your child's catering account via ParentPay between midday 22<sup>nd</sup> June and midday 23<sup>rd</sup> of June whilst this changeover is happening. We will however be happy to accept cash from all students in the Finance office on 22<sup>nd</sup> of June.

The new catering system will offer parents the opportunity to set daily spending limits on their children's accounts. Due to limitation of the current system we are unable to roll current daily spending limits forward, so we will need parents to confirm limits set.

If you currently have a limit set and would like to carry it forward or if you would like to set a new daily spending limit, please contact the Finance team on [finance@thewellingtonacademy.org.uk](mailto:finance@thewellingtonacademy.org.uk) in order to ensure that limits currently set do not get lost.

We would like to thank you in advance for your support during the system change over.

Kind regards

Susanna MacLean