



St Edmund's Girls' School Salisbury

7th April 2017

Dear Parent/Carer

The cashless catering system has the facility for your daughter to go overdrawn to the value of £3.00 as we always ensure that your daughter has something to eat at lunchtime. However, many of the girls have exceeded the £3.00 debt facility and the catering staff have resorted to writing down additional debt. On Friday 7th April any outstanding debt written down by the school kitchen will be put through the tills, therefore you may see an unusual transaction on your daughter's account.

If your daughter's account is overdrawn please ensure you top it up as soon as possible. Although it may only appear as a small amount on your account, when this is multiplied by the number of girls using the canteen the debt is actually quite large.

Due to the growing debt we are introducing a new system from **Monday 24th April** whereby if your daughter's account remains in debt for a period of more than 2 weeks then she will not be able to purchase goods from the canteen. You will receive an e-mail reminder informing you that your daughter's account is overdrawn and you can also go online to check her account balance.

We have also had an increase in the number of girls bringing in cash to top up their accounts. When we moved over to ParentPay we became cashless. Therefore, please do not send your daughter in with cash or cheques for catering or other payment items, but use ParentPay. If you are unable to use ParentPay please request a PayPoint barcode which means that you can top up with cash at the nearest PayPoint shop. The One Stop in Laverstock is a PayPoint provider. Please note that you will need a separate barcode for each payment item that you are paying for ie one barcode can be used several times to top up your daughter's catering account, but you would need to request separate barcodes for any trips or revision book purchases.

If you need advice on how to set up a ParentPay account please contact finance@st-edmunds.eu.

Your support is greatly appreciated.

Yours faithfully

MRS AM WILLIAMS
Assistant Business Manager