



Woodfall Primary School

Woodfall Primary School
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4 June 2014

Dear Parents / Carers

As you are aware we are going 'live' with our new lunch system on **Monday 9 June 2014**.

To assist us in the smooth running of this new system we would appreciate your support with the following matters:

- Dinner money should be sent in as one payment and where possible we would like to encourage you to pay for a week or alternatively a half term in advance. If your child wishes to take a meal on an ad hoc basis we suggest you send in £10.75 which will be credited to their account and would enable them to take a lunch on 5 occasions.
- Cheques would be the preferred method of payment and should be made payable to **Cheshire West and Chester Council**. If the name on the cheque is different from the child's name then please put the child's name on the back of the cheque.
- Cash or cheques sent into school must be in a sealed envelope clearly marked with your child's name and year group and the amount enclosed. If you require a supply of envelopes please ask at the school office.
- Families with more than one child in school can send in one cheque indicating on the envelope how the money is to be divided between each child's account.
- There is now a new '**posting box**' inside the main entrance for all dinner money payments. Payments can be sent in with your child via the classroom; however, the posting box offers a higher degree of security particularly if you do send in cash. There will be no money left in this box overnight.
- Cost of School Dinners is currently £2.15 per day.

Junior children will continue to pay for snacks in the usual way.

We anticipate a smooth transition onto the new system and trust we can rely on your co-operation and support in this matter.

Yours sincerely

Mrs Helen Hough
Headteacher

