



NOTTINGHAM
FREE SCHOOL

18 July 2016

Dear Parent(s)/Carer(s),

I am writing to confirm how to make payments for school dinners and the school bus.

We run a cashless catering service which means that no cash is taken at the school office or in the dining hall for school dinners. The possible options to pay are:

- Your child brings cash to school and pays it directly into the catering cash machine. This can be any amount of money and all students will be shown how to use this on the first day. As a guide, a main meal costs £2 per day and a meal deal (main meal and pudding is £2.30). They can check their balance and top this up themselves at any break or lunchtime.
- A bank transfer can be made for any amount. The bank details are:
Bank: RBS City Office, 8 South Parade, Nottingham NG1 2JS
Account Number: 11526417
Sort Code: 16-26-32

The transaction must be labelled with your child's name and dinner e.g. 'JoeBloggs Dinner'.

- A cheque can be handed in to reception. This must be in an envelope labelled with your child's name and dinner money.

It is your child's responsibility to check that they have enough money to pay for their dinner. Their account balance can be easily checked on the catering cash machine. If your child has insufficient funds a 'Lend' can be processed at the till, which will then allow a meal to be taken. 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.

If you intend for your child to use our school bus and have not yet made us aware of this, please can you do so asap in order for a place to be guaranteed.

You will need to pay for a bus pass which is £70 for the first half-term (05/09/2016-21/10/2016). This can be paid for in cash or by bank transfer. A bus pass will be issued at the start of the term for all students who have paid. A pass is not needed for the first day of school.

Yours faithfully,

Mrs J Brown
Head of School