

Date: 4rd January 2023

Dear Parent/Carer

I am writing to inform you that after the Easter break (from the 18th April 2023), the school will no longer be accepting cash payments for school meals, trips or any other payments. I understand that, for many of you, this will be a change in the way you may previously have paid for school meals and other school payments and so I wanted to let you know at the earliest opportunity.

The school operates an online payment system called Parent Pay and many of you are already using this service. You can easily make payments or top up dinner money for your son/daughter through Parent Pay and this money is then automatically forwarded on to school.

There are many benefits of using Parent Pay:

- You can easily see what your son / daughter has purchased from the school canteen.
- Any refunds can be issued quickly.
- Large payments (for trips) can be split into instalments.
- Allows you to create a single account login across all your children in the same school.
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

For parents who have not used this system before, action is required. You will be contacted by email giving you your login details or if you need a reminder of your log on details (user name).

Please contact the Finance office by email to finance@lowryacademy.org.uk who will be able to help you.

Free school meals are not affected by this change and your son/daughter's account will be topped up automatically with the daily allowance in the usual way. More information about free school meals can be found on the following link <https://www.salford.gov.uk/schools-and-learning/free-school-meals/>

Finally, I assure you that if you ever forgot to pay for lunches via Parent Pay, your child will still be given a lunch on that day. We would not allow any child to go hungry. For parents who don't yet have a Parent Pay account, please watch for the activation email in your inbox and contact us on the email above if we can help in any way.

Yours faithfully,

Mrs A. McElhinney

Finance Manager

Principal Mrs C Coy