



Dear Parent/Guardian,

It is the time of year when your son/daughter will soon be leaving school.

Can we ask that you encourage your son/daughter to make sure they use any monies left on their cashless account.

In addition, can you keep any top ups to a minimum, so just enough to ensure they have remaining monies available for what they may need to make a purchase.

Unfortunately, refunds are not possible if the initial payment was made via parent pay. We can though make refunds in cash if this has been the payment method,

For refunds through a web payment you will need to contact the original provider for a refund, we are unable to assist at school level.

If required your son/daughter is able to get a balance from either the cash loaders or the catering team.

Your sincerely

Autograph