



# OAK HILL FIRST SCHOOL

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Headteacher: Miss L Kelly - BEd (Hons)

4<sup>th</sup> November 2016

Dear Parents

We are successfully up and running with ParentPay and I would like to thank all parents who have activated their accounts. The purpose of ParentPay is not only to remove all money from the school but to reduce potential errors, provide access to your financial account, avoid unnecessary queries/ queues at the office and to allow parents to select the meal option, tailoring it to particular preferences.

Over the previous term we have observed a number of meals still being ordered in the class room and we have allowed this to happen in order to support parents moving to the new system. All meals are made to order and with this in mind the decision has been made that children who require a hot meal but have not indicated the choice online using ParentPay will be offered **the vegetarian option only** unless there is a dietary requirement that prevents this. This will take effect from **Monday 7<sup>th</sup> November.**

### **Universal Free Meals**

If you wish for your child to receive a hot meal you must order this on ParentPay.

### **Free School Meals**

If you wish for your child to receive a hot meal you must order this on ParentPay.

If you have any questions or require assistance with ParentPay please speak to Mrs Tominski who will be more than happy to aid you.

I thank you in advance for your co-operation.

Yours Faithfully

Miss Newman  
Office Manager