



Westfield Community School



"...a beacon of hope..." Ofsted 2007
"...outstanding school..." Ofsted 2010
"...outstanding Children's Centre..." Ofsted 2011

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Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E
22nd November 2012

Dear Parent/Guardian

New Dinner System

Our new biometric dinner system is due to be installed and will be in operation from **Thursday 6th December**. All children will be registered for the system using the biometrics and will also be issued with a PIN number (if they are on school meals). The following procedures should then be followed as from 6th December.

- Parents / children can pay cash into the machine in the main entrance at anytime during the school day which will be credited straight onto your child's account. To be able to do this you will either need the child with you (before or after school) or their PIN number.
- When your child receives their school meal the system will automatically deduct the cost of one meal from your child's account.
- Cheques should still be sent into the office which we will enter manually (still made payable to Westfield Community School).
- Any amount of money can be paid into the pupils account e.g. £15.00 can be put into the machine which will be a credit for 7 meals with the remaining £1.00 being rolled forward towards any further meals taken. The price of one meal remains at £2.00.
- Balances can be checked using the machine in the main entrance.
- Unfortunately the dinner machine is unable to accept 5p coins and is **unable to issue change**.

PLEASE remember that our governors have agreed that we are only able to provide up to 2 meals without receiving payment. This system will therefore need to be kept 'topped up' as it will not let your child have a lunch unless there are suitable funds in the account. Balances/arrears will be transferred over from our current system, therefore if you are currently in arrears, this must be brought up to date by 3rd December at the latest.

If you have any queries, please contact the school office.

With kind regards

Mr T. W. Sherriff

Headteacher





E mail: enquiries@admin.westfield.wigan.sch.uk

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