



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. M. Ed.

5th December 2012

Dear Parent / Guardian

New Dinner System

The new Biometric dinner system has been installed and the cash kiosk, based in the main entrance foyer, will be available for use from 8.15 am tomorrow morning, **Thursday 6th December**. Staff will be available to assist with the use of the machine over the next few days.

All cash payments **must** now be made directly into the machine by the parent or child, using either your child's biometric fingerprint (before or after school) or the following PIN number, which is unique to your account:

Cash should no longer be handed in to either the class teacher or to reception. The cash kiosk will be available for use daily from 8.15 am to 4.15 pm.

You can pay any amount into the machine however change cannot be given by the machine and is not available from reception. The machine does not accept anything less than 10p.

Cheque payments should be handed in to reception and should still be made payable to Westfield Community School. The price of 1 meal remains at £2.00.

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 before 6th December.

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

With kind regards

Mr T. W. Sherriff
Headteacher





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