



# 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.

5<sup>th</sup> December 2012

Dear Parent / Guardian

## **New Dinner System** **Information for those currently having sandwiches or free school meals**

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 6<sup>th</sup> December**. Staff will be available to assist with the use of the machine over the next few days

If your child is currently having sandwiches for dinner and they would like to start having school meals, you will need to give school **half a term's notice in writing (a form is available from the main reception)** and you will then be issued with a PIN number to allow you to make payments into the kiosk.

If your child currently receives a free meal and your circumstances change which mean your child is no longer eligible for the free meals, you will need to contact the school office **immediately** to inform them of the change and you will then be issued with a PIN number to allow you to make payments into the kiosk. Alternatively, you will need to send a packed lunch with your child.

All cash payments **must** now be made directly into the machine. **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.**

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

With kind regards

Mr T. W. Sherriff

Headteacher



