

RBA

11 September 2018

Dear Parents and Carers

Re: Parent Pay and School Meals

As you will be aware, we have experienced some technical issues regarding Parent Pay logins and access to balances. I would like to thank you for your patience during this time and I apologise for any inconvenience this may have caused.

In order to ensure that all students were able to have a meal during this time, a provision was made for £15.00 to be placed on each student's account to cover the cost of lunches from Wednesday 5 September to Tuesday 11 September.

I am pleased to say that the issue has now been resolved and therefore the provision will be removed; any funds used will be taken from the student's account. If you have already topped up your account, the funds will be debited from this amount. If you are yet to apply more funds, the account will show a minus balance. Please ensure that your child's account is topped up with sufficient funds to cover the short fall plus funds for future meal payments.

If your child has a free school meal, or brings a packed lunch to school, this may not affect you, however, I would recommend that you check your child's balance to ensure any extra purchases, such as at break time, have been accounted for.

If you still require a Parent Pay login please email me on finance@Ruthgorse.leeds.sch.uk and I will be happy to help.

I have attached an information sheet on setting up your Parent Pay account which you may find helpful.

Your sincerely

Rebecca Barrett
Finance Officer

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