

Dear Parent /Carer

Roll out of Cashless Canteen System

As part of our move to becoming a cashless school, alongside not accepting cash for trips, visits, equipment we will shortly be moving to a cashless ONLY canteen system for all staff, students and pupils. This will operate using the Parent Mail and +Pay system already in use across the school and college. This is an excellent system, and we are delighted that 98% of our families have registered for this facility.

All purchases will continue to be via cash in the usual way until the launch dates below.

From **Monday 18th October** the system will be open for parents **to add funds ONLY**. (You will need to have added funds before the systems go live in the canteens, but by opening the facility early this allows us time to deal with any queries).

From **Monday 1st November** – **CASHLESS purchases ONLY** in the College canteen for Years 12 & 13, (you can add funds to your ParentMail account from Monday 18th October)

From **Monday 8th November** – **CASHLESS purchases ONLY** in the High School Canteen for pupils, (you can add funds to your ParentMail account from Monday 18th October)

Please refer to the Frequently Asked Questions sheet and Parent Mail Easy Guide – Topping Up which is in the parent section of the School website [here](#) or the College website [here](#) This includes information on how to add funds to your child's account, information for pupils in receipt of Free School Meals and who to contact with queries.