

10th September 2026

Dear Year 7 Parents and Carers,

As your child settles into life at secondary school, we would like to provide some important information regarding the use of the school canteen.

If your child wishes to purchase food from the canteen, they must have sufficient funds available on their lunch account. Funds can be added via **ParentPay** or through the Finance Office.

To ensure that no pupil goes without food, all lunch accounts have a £5 emergency overdraft facility. This gives parents and carers time to add funds if an account runs low. Please note that the overdraft facility can only be used to purchase food and cannot be used for snacks.

For pupils entitled to Free School Meals (FSM), the daily allowance of £2.60 is automatically credited to their account at 11:30am each day. This allowance is intended for lunch purchases only and must be used on the day it is allocated, as any unused balance does not roll over to the following day. The FSM allowance is for food items and cannot be used for snacks or split between different break times.

If a pupil who receives FSM would like to purchase items from Breakfast Club or during morning break, additional funds will need to be added to their account by a parent or carer.

Please also be aware that pupils are not permitted to purchase food or drinks for other students. Canteen accounts are for the use of the named account holder only.

The canteen also operates a pre-order kiosk. If your child would like to use this facility, they should speak to a member of the canteen team who will be happy to help set it up.

Fresh drinking water is available throughout the day in the canteen. We encourage all pupils to bring a refillable water bottle to school each day so that they can stay hydrated.

Thank you for your support. If you have any questions regarding canteen accounts or payments, please do not hesitate to contact the school.

Yours sincerely,



Nikki Harris

Catering Manager

