

Tuesday 25<sup>th</sup> July 2023

Dear Parent/Carer

**RE: Parent Pay System in Reception, Year 1 and 2**

Parent Pay will allocate your child funds for their daily meal. This is not charged to your bank account.

The amount allocated for the free school meal will be entered into your Parent Pay account automatically. This will occur on a daily basis.

You can add further funds to your child's Parent Pay account to pay for items which are unrelated to your child's school meal allowance such as break time drinks, snacks etc. Students buying these items at the till will be charged for them. Any arrears from the spending on anything else other than the allocated school meal, will be sent out as a notification of payment required letter.

If you have any queries regarding this matter, please email [finance@seva.coventry.sch.uk](mailto:finance@seva.coventry.sch.uk)

Thank you for your consideration.

Yours sincerely

H. Bhambra

Chief Finance Officer