

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Act justly, love tenderly, walk humbly with your God



29 November 2023

Dear Parents and Carers

Re: Lunchtime Voucher system

I wanted to inform you about an upcoming change to our current lunchtime voucher system, set to take effect from **Friday 1 December**.

In an effort to streamline the process and make it more convenient for both students and the administration team, we are adjusting how negative balances on parent pay accounts are handled. Instead of students having to queue at reception to obtain a voucher when their account is in the negative, they will now be able to go up to -£5 before being restricted from purchasing regular meals. In such cases, the sandwich option will still be available to them.

This adjustment provides a two-day notice equivalent to be made aware of the negative balance and make the necessary arrangements to rectify it.

To further support communication, our finance team will send out text reminders to families when the account balance is less than £0, prompting the need for a top-up during the week.

We plan to review the impact of these changes on a weekly basis and will keep you informed of any further developments.

If you have any questions or concerns, please feel free to reach out. Your feedback is important to us.

Thank you for your understanding and co-operation.

Yours sincerely

Mr D Delaney
Assistant Headteacher

Headteacher: Mrs E. Loveland BA (Hons); NPQH

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