



9th May 2018

Dear Parents,

Cashless Catering – Information for Year 11

Tarleton Academy operates a cashless catering system which enables parents to top up their child's account to purchase food and drink items throughout the school day. As Year 11 students are in their final year it is important you are aware of the process in place for the closure of your child's account.

- Currently students have access to a £3.85 overdraft which is in place to ensure they have access to lunch in the event they no longer have funds on their account. Year 11 accounts will have the overdraft facility removed on 25th May 2018. Please ensure sufficient funds are in place to enable your child to make purchases after this date.
- Once the overdraft facility has been removed please ensure you monitor the balance on their account. If you are currently utilising the overdraft it is important this is cleared prior to 25th May 2018. We will have systems in place to ensure students have access to lunch if they do not have money on their account.
- From Monday 25th June 2018 Tarleton Academy will begin the process of refunding any accounts in full with a balance over £5.00. For students with balances under £5.00, parents must request a refund by emailing finance@tarletonacademy.org from a recognised parent email address.

If you have any questions regarding this please contact Mr J Snowdon on 01772 812 644.

Yours sincerely

Mr J Snowdon

Resource Development Manager
Tarleton Academy

Outstanding education at the heart of the community