



Headteacher: Mr S Jones
Deputy Head: Mrs J Farrell
Telephone: (0114) 266 9500
Faosimile: (0114) 263 8210
e-mail: enquiries@lydgate-jun.sheffield.sch.uk
website: www.lydgatejunior.co.uk

MANCHESTER ROAD
CROSSPOOL
SHEFFIELD
S10 5DP

4 June 2018

Dear Parent

Y6 Leavers

As we approach the end of the year I would just like to remind parents/carers of the schools procedure for both the overpayment and underpayment of school meals. At the end of the term if a parent/carer has overpaid for meals, due to a school trip or illness, we will transfer the credit balance on the child's account to their brother or sisters' account. Parents will be able to see this on the sibling's sQuid account during the weeks following the end of term. Likewise any underpayment will also be transferred to any sibling in school. Any overpayment not transferred to a sibling will be refunded directly from sQuid (our online payment provider) back to the payer's bank account. Unfortunately we will be unable to provide children with a school meal from the 4 July if money is owing, and any debts will be referred to the LEA.

School Instruments

Pupils who have school instruments should ensure that these are handed into the school office during the week before leaving. Most pupils have paid a deposit which will be refunded on receipt of this instrument and we may need a few days to process this reimbursement.

If you have any queries please contact Mrs Cooke in the School Office.

Yours faithfully

S R Jones

Head Teacher