



**Gladstone Primary
Academy**

15 May 2017

Dear Parent/Carer,

SCHOOL DINNER PAYMENTS

As you will be aware, the old £5 notes are no longer legal tender, and there has been an introduction of a new style £1 coin.

In order to reduce the cost impact on the school, we have deferred the update of our cash machines so that we do not have to pay the extremely high call out charges for the engineers to come and update the machines twice.

This upgrade has now been booked and we are expecting their visit after half term.

To help alleviate some of this inconvenience, and to avoid the accumulation of any debts, we will temporarily be accepting payment via reception on both sites.

Please hand the amount you would like to pay into the machine to our admin team who will issue you with a receipt and then credit your account accordingly. We will not be able to offer change, so please do provide the exact money you wish to credit.

Thank you for your patience and support during this time.

Yours sincerely

SIMON MARTIN
Headteacher