



LEAVESDEN GREEN JMI SCHOOL & NURSERY

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Hertfordshire

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17/12/2013

Dear Parent,

RE - Online School Meals Payment System (IMPORTANT DETAILS CONTAINED - DO NOT DISCARD)

As of September this year we have outsourced our school meals service to Caterlink. As part of this there are some exciting changes. We will continue to enable parents to pay on line but parents will now use the Caterlink system and not WisePay.

You will continue to be able to pay either weekly, termly or half termly. No meals will be given if there is no credit on your account. We are, however, now able to give you the added flexibility if your child wants an occasional meal if you have credit on your account.

You will be able to monitor your account online so you are able to ensure that there are sufficient funds to cover meals.

From the 19 of August you can log on to the payment system by visiting <http://mycaterlink.co.uk/swhp> where you need to click "Pay Online". As you will be visiting the system for the first time, you will need to create a new account. To do this click "Register" and enter your child's Individual Student ID and last name (as detailed below, please use only the information detailed below). Upon doing this, the system will confirm back to you, your child's first name and school. If this is correct you will then be required to enter a number of other details to create the account. If this information is not correct please contact your school.

School - Leavesden Green

Individual Student ID - (please contact the school office for this information)

Last name - (Surname of child)

Once the account is created you can log on and top up your child's account at any time. Please note you can only create one account per child and if you have more than once child at the school, you will need to create one account for each child. Should you not want to use the online payment facility, you can continue to take money to the school office where the money will be

loaded onto the students account. If you claim free school meals for your child you will not need to register, your child's account will be credited automatically.

If you have any questions about this system, please do not hesitate to contact the Caterlink team at meals@caterlinkltd.co.uk. Emails will be responded to within five business days.

KEEP THIS INFORMATION SAFE; you will need the above details to create your account. Please do not attempt to use or log in to the system before the 19 August.

Many Thanks,

E Anne Cook

**E Anne Cook
Head Teacher**