



Procedures for On Line Dinner Money Payments

1. Caterlink have a Worldpay account which will be available for parents via the online payment system.

All payments will be made directly to

Caterlink Limited
The Waterside
300 Thames Valley Park Drive
Reading
Berkshire RG6 1PT

Please note your bank statement will display "Caterlink Limited" for these payments.

2. All meals will need to be booked by 12 midnight on the night before.
3. If in an exceptional circumstance, a request for a meal is made via the school office in the morning, this will only be processed by adding the meal onto the ScoPay system. Parents/carers should then clear the debt before booking further meals.
4. The kitchen will not be able to accept any cash or cheque payments.
5. For unusual circumstances where the school agrees to take cash or cheque payments, these will be applied to the account.
6. School will not allow a debt of more than £10.00 to build up on the system. Parents will be asked to provide a packed lunch for their child/ren until the debt is cleared.
7. Should a meal need to be cancelled on the day, the booking can be transferred onto another day before 10.00 am. After 10.00, no refund will be made.
8. School will not be able to refund any payments from the ScoPay system for year 6 children once they have left the school. It is the parent/carers' responsibility to ensure their account is cleared before the end of term.
9. All accounts should be cleared of debt or credit at the end of the academic school year to allow the school to close the financial year.
10. Payment for school dinners only applies to all children.
11. Parents will be able to use their dinner money account to manage bookings for the Airfield Club.
12. Should the school have to close unexpectedly, any bookings for school meals will be transferred on.