

Our Ref: SNJ/cl  
16<sup>th</sup> July 2019

Dear Parent/Carer

### Payments into School

During the transfer process you will have had the opportunity to hear what happens to your son or daughter as they make the transition into Queen Elizabeth's School in September. You were provided with ParentPay login details, which is the normal method of paying for Restaurant purchases, Lockers, School Trips and items from the LRC Shop at the Meet The Tutor Evening, and I am now pleased to supply more detail.

### School Lunches

As Queen Elizabeth's is a cashless school, your child will be issued with a Smart Card which has a range of uses, one of which is for use in the Restaurant. On transfer day a £2.60 allowance was added to your child's account so they could purchase lunch. If used, this will be deducted from your first top-up. From September, card payments will be the only method of purchasing food. You may of course provide a packed lunch if preferred. We are not able to run any form of overdraft or credit on their card in September, so do please top it up if you intend them to use the Restaurant, even if only occasionally. When money is added to the Lunch Money payment item, it passes directly to our caterers, Caterlink. Therefore, any queries should be directed to Caterlink's on-site Restaurant Manager via Reception. We encourage all students to use up their balances before leaving QE School as any amount remaining below £5.00 cannot be refunded. Caterlink should be approached for refunds above £5.00.

### Lockers

If you wish your child to have a locker, please make a payment of £25 to the ParentPay item 'Lockers 19/20'. A locker will be issued in September, and your son/daughter will be advised via his/her tutor. If a student loses their key, a replacement can be purchased for £6.00. Upon return of the locker key at the end of Year 11 £10 will be refunded in cash.

### Instrumental Music Lessons

Those arranging music lessons will find an option on ParentPay in September and be notified accordingly.

### Uniform

Just a reminder that we have two uniform outlets. **Bartletts** in Wimborne for main school uniform and **Star Sportswear** in Winton for PE kit.

I do hope this information will make your child's transfer to Queen Elizabeth's School as smooth as possible. If you have any questions or concerns over payments please contact the finance office – [finance@queenelizabeths.com](mailto:finance@queenelizabeths.com) or 01202 885233.

Yours sincerely

**Mr Stephen Jones**  
Chief Operating Officer

