



# Willenhall Community Primary School

St. James Lane, Coventry, CV3 3DB HEADTEACHER  
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13 December 2017

Dear Parent or Carer,

If you would like your child to receive milk or apple juice and biscuits, at morning break time, from Tuesday 9<sup>th</sup> January 2018 to Friday 16<sup>th</sup> February 2018, **please pay online indicating whether your child wants apple juice or milk.** There is no need to return the order form if paying online. For a reminder of how to pay online see over the page. Alternatively, if paying by cash please complete the order form overleaf and return this with payment in a sealed envelope marked with your child's name, class and "Milk/AJ Payment". **Please ensure you enclose the correct money as we do not provide change.**

**The cost for the term is £5.80 and all payments are due by Wednesday 20<sup>th</sup> December 2017. Please be aware that if payment is not received by this date, your child will not receive milk or apple juice and biscuits next half-term as they will not be included on the order.**

- If your child is entitled to free school meals the school will provide them with **milk** and biscuits free of charge - **you do not need to complete the slip below.** However, please note this applies to **milk only**, if your child would like apple juice then please order and pay as detailed above.
- Children in Reception and Nursery receive milk free of charge.

**PLEASE DO NOT SEND PAYMENT WITHOUT A COMPLETED SLIP** as we will not know whether your child requires milk or apple juice and it makes it very hard to ensure that the payment is assigned to the correct child.

If you have any concerns about meeting the payment date please contact Miss Varney on 02476 302004 **before Wednesday 20<sup>th</sup> December 2017.**

Yours faithfully,

Ms C G Kiely  
Head Teacher

**\*REMEMBER TO PAY ONLINE OR COMPLETE AND RETURN THE ORDER FORM OVERLEAF BY WEDNESDAY 20<sup>TH</sup> DECEMBER 2017\***



*Ambitious young minds are the future leaders of our community*



# Schoolgateway

## Paying Online

**You can now make online payments to school via instant bank transfer, credit or debit card.**

### **What you need to do now:**

**Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

### **OR**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

### **Can't activate your account?**

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please email ([office@willenhallprimary.org](mailto:office@willenhallprimary.org)) or call (02476 302004) the school and we'll update the details on our system.



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**Milk/Apple Juice Order TO BE RETURNED TO THE SCHOOL OFFICE BY WEDNESDAY 20<sup>TH</sup> DECEMBER 2017.**

From **Tuesday 9<sup>th</sup> January to Friday 16<sup>th</sup> February 2018** I would like my child to receive:

milk and biscuits

**OR**

apple juice and biscuits

I enclose payment of £5.80 to cover this period (29 days at 20p per day)

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**\*\*\*\*\*PLEASE ENSURE YOU HAVE TICKED THE RELEVANT BOXES ABOVE – THANKS\*\*\*\*\***