

*Dear Parent/Carer*

*“We are now able to action refunds of the remaining dinner money balances on your child’s ParentPay account. The refund will be made via the method that you made the most recent payment. If your payment card has expired we will not be able to action the refund via ParentPay and will contact you about an alternative refund method.*

*If you would prefer to have the balance transferred to a sibling at Alderbrook, please let us know by replying to this email.*

*If your child’s account is overspent, we would request that you settle the balance to nil as soon as you are able.*

*Thank you”*