



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

8 April 2020

Dear Parents of Y3-6 Children

MEAL REFUNDS

Following the sudden school closure, we have been working through payments received and note that you ordered and paid for a meal (or more than one meal) which was not subsequently taken up. We would like refund the cost of this to you, through the BACs payment system, as we are not handing cash or cheques in school for the time being.

Please enter your bank account details into the Parentmail form by midnight on Sunday 19 April and we hope to be able to arrange refunds to you during the following week. We confirm that we will not use your account information for any reason other than for refund of your meal payments.

Please email the enquiries email address at enquiries@malcolmsargent.lincs.sch.uk with MEAL REFUND in the heading if you have any questions.

Thank you.

Yours sincerely

Mrs Sally Saunderson
Finance Manager

BANK DETAILS FOR MEAL REFUND

Name: _____ Class: _____

I would like my meal payment(s) refunded to me:

- Sort Code _____
- Account No _____
- Account Name _____

Signed: _____ (Parent/Guardian)