



Headteacher: Jonathan M Lothian

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Contact:

Our ref:

Your ref:

Date: 21st April 2020

Parent / Carer

Dear Parent/Carer,

School Meal Refunds

I am writing to advise that refunds can be obtained in respect of any prepaid school meals. These payments would have previously been made through our ParentPay system.

Requests for a refund should be made through SchoolMealRefunds@pkc.gov.uk, stating your child's name, class and school attended.

If you do not wish to obtain a refund, the balance will remain in your child's account for use when they return to school. Please note that any balances for Primary 7 leavers will be automatically transferred to their PKC Secondary School for the start of next term if a refund is not requested.

Please do not hesitate to get in touch if you have any questions, concerns or require further information.

Yours sincerely,

Moira Martin
Admin Assistant
Perth Academy