

# DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB  
Telephone 01952 386870



**Head Teacher: Becca Butler**

Dear Parents

## IMPORTANT INFORMATION REGARDING CASH PAYMENTS

As of Monday 9<sup>th</sup> January, school will no longer be taking cash payments. Please note that this includes dinner money payments.

**All payments, including school dinners, must be paid through Parent Pay.**

If you have not yet activated your Parent Pay account you **MUST** do this as soon as possible. Your class teacher should have talked to you about this in person or over the phone. You must use your activation code that you have been given. This is the only way that you can make payments, give permission for trips/visits or book your place at school events.

It is important to remember to keep your Parent Pay dinner money account topped up. If there is not enough money on the account to pay for a meal we will still give your child a meal that day and you will receive an email warning that you have a low balance. You will need to top up your account or send your child with a packed lunch the following day. If neither of these things happen then your child will receive an emergency meal with a charge of 55p consisting of a small sandwich and a piece of fruit.

If you have any questions or would like to discuss anything then please contact the school office.

Best wishes

Becca Butler  
Head Teacher



E-mail: [a3368@telford.gov.uk](mailto:a3368@telford.gov.uk)

Website: [www.dothillprimaryschool.co.uk](http://www.dothillprimaryschool.co.uk)

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