



Ormiston Cliff Park
PRIMARY ACADEMY

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Principal: Mrs K Rutherford MA BEd

 **Anchored in excellence**

05th December 2023

Dear Parents/Carers

From 4th January 2024, the Academy will be operating a new system for the payment of Academy lunches, Breakfast and After School Clubs.

The new system, which operates through Parentmail, requires all orders and payments to be made prior to any meals being taken or clubs being accessed.

Parents/carers will be able to order and purchase Academy lunches for next term from Monday 11th December 2023. Please note all food orders for a week must be placed before midnight on the Thursday of the previous week. Children will not be able to have a meal without pre ordering and prepayment.

If your child is in Year R-2 or they are entitled to free school meals, their meals must still be ordered via the Parentmail system. Please can we remind parents/carers to check their eligibility for free school meals on the Norfolk County Council website [Free school meals - Norfolk County Council](#).

Afterschool and Breakfast Clubs

Payments for Breakfast and Afterschool Clubs will also need to be prebooked a minimum of two weeks ahead of the place being taken. Bookings can be made up to 4 weeks before the place being required.

If you have already contacted us to secure a place for the Spring Term this has been reserved and you have been registered on Parentmail however you will need to rebook your place using the Parentmail App by Friday 15th December.

Please contact the Academy office if your child has not accessed Breakfast or Afterschool Club previously and you would now require a space.

Outstanding Payments

May I remind parents/carers all outstanding balances must be settled by the end of the school day on Friday 15th December.

[How do I book and pay for school meals or clubs? \(help-hub.com\)](#)

Yours sincerely



Mrs K Rutherford

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Ormiston Academies Trust
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