



Dear Parents and Guardians

## Longdean School – Final Catering balances for Year 11 and Year 13 Leavers

Further to previous information issued about the above, please see revised details.

If your child is not returning to Longdean School in September and has a balance on their catering account which you wish to access, there are 2 options:

1. If your Leaver has a sibling who will be remaining in School next year and you wish your Leaver's catering balance to be transferred, please email [finance@longdean.herts.sch.uk](mailto:finance@longdean.herts.sch.uk) before Monday 4 July 2022 to request the balance is transferred and stating the name of your Leaver and the name of the sibling you wish to balance transferred to. This will be actioned on or before 4 July.
2. If your Leaver has a balance above £5 which you wish to be refunded, please email [finance@longdean.herts.sch.uk](mailto:finance@longdean.herts.sch.uk) before 4 July to request this stating the name of your Leaver. Your refund will be actioned by one of the following 2 ways between Tuesday 5 July and Tuesday 19 July:
  - If you have made lunch payments via Pay360 in the last year, then this refund will be made back to the card on which the most recent payment/s have been made, listed as 'Capita Business Services' on your bank statement, within 5 working days of the refund being processed
  - If your Leaver's lunch account has been topped up solely by cash in the last year, then a cheque refund will be made to the Priority 1 parent and sent to the address on our records. Please ensure that we have the correct details held for you by checking on your SIMS Parent App.

If you have any queries regarding the above, please contact [finance@longdean.herts.sch.uk](mailto:finance@longdean.herts.sch.uk).

Kind regards

Finance Office  
Longdean School