

**Economy and Skills**

Depute Chief Executive and Chief Financial Officer  
Alexander McPhee ACMA

Head of Education: Linda McAulay-Griffiths

**Catrine Primary School**

**Fourfields**

**Catrine**

**KA5 6PS**

**Tel.: 01290 551436**



**East Ayrshire**  
COUNCIL

Head Teacher: Mrs J. Govans

Our Ref: JG/MM

17 April 2018

Dear Parent/Carer

ParentPay has been up and running successfully in our school since March 12. Currently the school office is able to order meals for parents who have had difficulties ordering on-line. However from Friday 20 April Mrs McDicken will no longer be able to do this as it is causing payment issues with ParentPay. This means that your child's meal must be ordered on-line from home in advance from now on. Meals can be ordered up until midnight for the following day, although most people find it easier to order for the full week. Log-in details can be re-issued. Please contact the school office.

All pupils (including Primaries 1, 2 and 3) and children in receipt of free school meals must order a meal on-line. This is to ensure that the correct number of meals are delivered from Auchinleck Academy. Yesterday there were only 26 meals ordered on-line by midnight yet 54 children received a meal. This meant that Auchinleck Academy had then to make 2 dinner deliveries. We are working in partnership with Auchinleck Academy to make our dinner service run as smoothly as possible and we need your continued support with this.

Yours faithfully

A handwritten signature in blue ink that reads "J. Govans".

**J. Govans**  
**HEAD TEACHER**



