

September 2026

Dear Parents and Carers

Lunch Account Information

An automatic maximum daily spend limit of £5.00 is allocated to each student's account but individual limits can be set by contacting Mrs K Kelly in the Finance Department at the school
KellyK34@monmouthshireschools.wales Please remind your child of their daily limit.

Parents can also request certain food restrictions to be added onto their child's account by contacting Mrs Kelly on the email address above.

To help your child have a positive experience in our Food Hall, please can you ensure that there is always a positive balance on their lunch account.

To help you with this, please set your own **email alert** for a low dinner money balance by following the instructions below:

1. Log on to ParentPay at www.ParentPay.com
2. Navigate to the **Communication** tab located at the top of your homepage
3. Click on **Alert Settings** tab located on the left hand side of the screen

You are presented with each of the available alert notification options that you can now select by ticking the email alert and clicking the **Save** button at the bottom of the screen.

Please note we do not use text alerts.

If you think you are entitled to Free School Meals, please visit the Monmouthshire County Council website to check your entitlement by clicking on the following link:
<https://www.monmouthshire.gov.uk/home/counciltaxandbenefits/fsm/>

A current tariff and selection of menus, together with information on food allergies can be found on the school website by clicking on the following link [Monmouth Comprehensive School - School Meals](#)

Yours sincerely

MCS Finance Department

