

Fairhaven CE VA Primary School

Using your Bank's online payment service to pay for school lunches, tuck & breakfast club

We can now accept online payments for lunches. We can no longer accept cash or cheques to pay lunches.

Instructions

First things first!

Our account details are:

Account name: **NCC FairhavenCEVA Primary School**

Sort Code: **20-62-61**

Account number: **60100226**

Please refer to your own online banking instructions for setting up a new recipient.

Next!

You will need to include a reference for your payment, so that when we look at the bank statement we can tell who the money is for. It will automatically show the account name it came from (eg. J Smith). Generally banks allow 16-18 characters for the reference -

As standard please include:

- Your **child's year group** and **initials**, eg. **6KSm** (means payment refers to Year 1 Kelly Smith)

What the payment is for - how much info you can put here will depend on the number of characters your bank lets you type into this box. See examples below

For **lunches** then **LUNCH** followed by either **WK 1/6** for weekly w/b 1 June **HT** for a half terms to payment or **FT** for the full terms payment, eg. **LUNCH HT**

So full references would show as

6KSm LUNCH HT or **6KSm W/K 8/6**

For tuck then TUCK

For **Breakfast Club** we will invoice you so you will be able to use the invoice reference.

Thank you for your co-operation.

Any problems please email us. office@southwalshamfairhaven.norfolk.sch.uk

PLEASE DO NOT PAY CLUB MONEY INTO THIS ACCOUNT