



Thursday 3<sup>rd</sup> October 2024

Dear Parent / Carer,

As you may be aware, we have had an ongoing issue with our home/school communication tool, My Child At School (MCAS), syncing with our service tills in the Academy. This has now been resolved and we would like to apologise for the inconvenience this may have caused you and thank you for your patience.

If you pay for your child's school meals, please ensure you regularly top up their MCAS account. If your child is on free school meals, you do not need to put money into their account, however, if they would like to purchase any snacks at break time, you will need top up their account for these items.

A reminder text will be sent out when your child's account falls into debt, please ensure this is topped up as soon as possible.

Please see below for procedures that will be followed when your child's account is in debt:

**Day 1-** If your child has no money in their account, they will be given a hot meal, and a text will be sent to remind parents to top up their account.

**Day 2-** If no money has been put into the MCAS account, your child will be given a sandwich, and another text will be sent home.

**Day 3-** If there is still no money in your child's account, a phone call will be made to parents and a meeting will be arranged.

If you do not have MCAS set up, please call the Academy on 0161 290 4000 and a member of staff will be able to assist you. If you believe your child may be entitled to free school meals and you need support to apply, please either come into the Academy or call us, and we can help.

Yours sincerely,

A handwritten signature in black ink, appearing to read "A Mitchell".

Mrs A Mitchell  
Principal

Principal – Andrea Mitchell

Oasis Academy Leesbrook  
Roxbury Avenue, Oldham OL4 5JE

Tel: 0161 290 4000 [www.oasisacademyleesbrook.org](http://www.oasisacademyleesbrook.org)

  @OasisLeesbrook