



Dated 29 January 2025

Dear Parent/Guardian

EVOLVE DINNERS NOT TAKEN

It has come to attention that a number of parents have not been requesting a refund on the Evolve School Dinners website when their child been absent from school. Please ensure you are requesting a refund for the school dinners if your child has missed their meal.

Please follow the instructions below to request a refund:

- Log into your Evolve Hub Account and select your absent child's profile
- On the left side at the top of the page you will see three dashes, click this link to open up the options.
- Click on the "Orders"
- This will open up a page "Meal Orders", click on the date your child has been absent on the tab "More Details"
- This will open up another page called "Order Status", on this page you will notice a "Request Refund button", click this button and school will receive your refund request.

If you do not request the refund, unfortunately the amount will not be able to be credited to your account.

Yours sincerely

Mrs L Porter
School Administrator
St Mary's RC Primary School

