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Dear Parents

We have been looking at ways to improve and update our school office procedures, and in particular how money for dinners, trips, after school and breakfast club are processed.

In line with other schools we have introduced an online payment facility. This allows you to make payments on account and check your balance, at a time which is convenient for you and without the need to bring cash in to school. A number of parents already use this system on a regular basis. We are aware that some parents are yet to register and we will be sending letters home next week with the login details for everyone who hasn't already set up an account.

We wanted to give you some advanced warning that after the February half-term all payments to school will need to be made online. You will still receive details of trips in the usual trip letters and will need to return the consent form as usual but there will now be a box to tick to say that an online payment has been made. We would ask that lunches are, if possible, paid weekly in advance, any balance will be shown on the system, so you will know when to make a top up payment.

If you have any queries with this letter, please contact the school office.

Yours sincerely,

Mrs T Hickie
Headteacher

