



21st September 2017

Dear Parents and Carers,

With the start of a new school year we have reviewed our processes for cash handling so our students don't need to keep money on their person or in a locker during the school day. We strongly recommend parents to use Wisepay, our online payment system, where possible so students do not have to bring money into school.

Any cash payments for equipment, trips, music lessons, tickets etc should be made first thing in the morning between 08:30 and 08:50. A member of the finance team will be located next to the new student office to receive payments as there will be no access to the finance office which has relocated to the business area of the school.

However we realise that emergencies do happen and a member of the finance team will also be available for emergency lunch money or bus fare between 12:30 and 12:50 daily. Last minute emergency bus fares can be obtained via the student office between 15:15 and 16:00.

If an emergency loan is made we will advise parents and carers and it should be repaid within 48Hrs

We are looking forward to these improvements for our students and increased efficiency for the school.

Yours sincerely

M Lane

Marie Lane
School Business Manager