

MONEY COLLECTION

1. Money is due for dinners EVERY Monday morning. Dinner money must be paid in advance - you pay on Monday for your child's dinners for that week!
2. Any money should be sent to school in the Money Pockets we provide with your child's name and class on the front as well as the amount of money and what it is for. Here is an example:

Jaden Brown	Class 2
Dinner Money	£10.50

3. Children should take their envelope to their class during registration. The teacher will collect any money envelopes and will put them into the collection pot.
4. The collection pot will then be sent to the school office.
5. This procedure will be repeated every morning to collect any late dinner money or other money.
6. Change from money sent into school, savings cards or any other returns **will not** come home until FRIDAY! Teachers will distribute any school office returns, change or savings cards during Friday afternoon registration. Children will be instructed to put any returns into their locker, bag or coat. Please make sure your child has a bag or coat! This means that everyone understands that there is only ONE returns day! This should help you to remember to check your child's bag, tray or locker on Friday afternoon, if you are expecting anything to be returned from the school office.
7. If your child is absent on Friday, any returns will be given out the following Friday.
8. Should you have NOT paid your child's dinners; a governor's reminder letter will be sent to you on the Thursday of that first week, warning that should you not contact school to pay for your child's school dinners, school will be unable to provide a meal for your child from Monday week.

OTHER MONEY CHANGES!

Firstly, can I thank all parents who pay promptly for dinners, trips etc? The vast majority of parents so this and I thank you wholeheartedly for this!

Sadly however, some parents do not pay promptly and on occasion, we are let down by parents who promise to pay for visits and then do not pay up. This is not fair on those parents who do pay and governors will do all they can to recoup that money.

School are now also run as businesses and the Head and governors are under pressure to make the books balance and are accountable to external auditors. Due to the previously mentioned debts, governors have had to change the way that we collect trip money. Here they are.

1. All deposits for residential and all pre-paid tickets (theatre etc) will be non-returnable. This will be clearly stated on the permission slip.
2. All residential trips **MUST** be paid for six weeks in advance in order for a child to be able to go. No money will be able to be returned as school is charged for the place and have to pay regardless, thus losing money from the school budget.
3. All day trips **MUST** be paid for one week in advance in order for the child to be able to go.
4. Sadly, less places and tickets will initially be have to be purchased so that we have less wastage. Closing dates will be clearly stated and kept to.
5. If any Money is owed to the School, the office staff cannot accept any other money for trips etc. So your child would not be able to join in any visits until all debts to the School is paid in full.

*THINK OF PAYMENT AND TICKETS LIKE A TRAIN - IF LATE -
THEY ARE GONE!*