

**Changes to payment methods**

Dear Parents,

I'm delighted to let you know that we are working towards being a cashless school. This is going to improve the efficiency within school, but also support parents to pay without needing to find cash!

We have already moved to internet banking which has made transactions and monitoring easier, however we would now like to request that wherever possible, you directly transfer money into our account to pay for trips, swimming and residential etc.

It will be important for us to track your individual payments, so in order to ease this we will ask you to use the following references:

Your child's First name initial, followed by the first two letters of their surname, followed by the number of their year group followed by two initials which will be given to you for each specific trip (this will be given to you in each trip letter).

*e.g. Jack Smith in Year 4 who is going swimming will need as a reference: **JSm4SW***

We would like you to use the following codes for trips which already exist:

<b>Trip</b>	<b>Code</b>
Swimming	SW
Kingswood (residential for KS2)	KW
Lower Grange Farm (residential for KS1)	LG
Natural History Museum (trip for Year 5/6)	NH
Theatre ADAD (trip for Year 5/6)	AD

To make payments you will need our bank sort code: **60-60-08** and our account number **83292322**. Our bank account is with Natwest.

**Please note that school dinner money should be paid to Caterlink and not to us.**

We hope this will make life a lot easier for lots of parents!

If you have any questions, please do come and ask in the office.

Kind regards,

Mrs Bradley-Wyatt  
Head Teacher

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**Contact us**

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**Find us**

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