

Dear Parent / Gardian,

Mandatory Requirement for all Parents.

Re: Moving to a cashless environment within school.

Further to my [letter in September](#), I would like to notify you that we will shortly be decommissioning our existing money collection machines within school. If you are one of the small number of parents who have not yet set up a Parent Pay account, I would like to ask you to do this before the 20th January 2017 as we will be unable to accept cash payments within school after this date.

Setting up a Parent Pay account is free of charge and offers a range of payment methods including debit card, credit card, pre-paid cards and also cash via the PayPoint retailer network.

If you require assistance in setting up your account or have any questions about these changes, please contact our Finance Team on 01902 551589.

Yours faithfully

Mr. S Williams
Academy Business Manager