



Children First
OUTWOOD
PRIMARY ACADEMY LEDGER LANE

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Wednesday, 16 December 2015

Dear Parent/Carer

We are introducing an electronic payment system for receiving all cash into school i.e. Dinner money, school trips and wraparound fees. The system will involve parents and carers having an online account on a secure website through which you can make payments. Payments can be made weekly as needed or you put a lump sum on the balance and top up as required.

We will be moving over to this system in the second week back after the Christmas break. You will be provided with a letter with your activation code. This will allow you to set up your account.

For parents and carers who do not have access to the internet, you will be able to pay at payment points in a range of post offices and shops. The academy will provide you with a list of local establishments. If you require this way of payment, please make the office aware as soon as possible so that you can be issued with a payment card.

Yours Sincerely

Mrs L Andrew