



Holbrook C of E Primary School
"Together We Learn"

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schoolmoney

Dear Parents,

13th February 2019

Following on from the letter we sent to you in January we are now making final preparations for the online payment system in the school office (go live date after half term – Monday 25th February).

You will soon be able to manage your child's dinner bookings, trips, extra curricular clubs, breakfast club & after school club online, giving you an overview of up and coming events and an easy way to pay online.

Please see below a breakdown of bookings you will need to make online after half term:

- ✓ Dinner booking & payment in advance (Infant free & Free school meals still need booking online but will not be charged)
- ✓ Breakfast club booking & payment in advance (this will help us ensure staffing numbers are correct for number of pupils attending, maximum 20 places)
- ✓ After school club booking & payment in advance (short and long session options available, maximum 20 places)
- ✓ Clubs for Mr Willdig (Tuesdays) available for your child - can be booked and paid for in advance online
- ✓ Trips available for your child can be booked and paid for in advance online and consent for your child to attend can also be submitted online

From Monday 25th February we will no longer be taking payments or bookings in the school office, if you are unable to pay online there is an option to pay cash via PayPoint. This involves us giving you a barcoded sheet for the item and you paying cash at the local PayPoint. There are many local PayPoint locations please search online for your nearest, the closest to school is: 89-95 Chestnut Ave, Belper DE56 1LW.

Thank you for your support, we understand this is a big change from how things usually work but we feel confident it will save you time and help you keep track of your child's various bookings and manage outstanding payments. You should receive your password from us on Thursday 14th February, please contact the office if you do not receive this.

We have a **School Money Parent Guide** available on our website which will help you setup your account and provides a useful overview of the system, please visit our school website where you will find a sub folder within the **Parents** menu.

Andrew Davies
Headteacher