



18th February 2016

Dear Parent/Carer

I am taking this opportunity to write and advise you of some changes we have recently made in relation to remittance payments at Ark William Parker Academy.

We have now installed a secure and confidential letterbox to the wall of the finance office and ask that all student payments be made using this new facility. Therefore, with immediate effect all payments should be sealed in an envelope and clearly marked with student name, registration form and the reason for payment (i.e. name of school trip/lunch monies/curriculum & equipment costs). Please also enclose any relevant remittance slip.

Students should then place this into the blue letterbox which is located on the wall of the finance office, marked 'finance post' (the letter box sits directly beneath the cashless catering balance check machine). Please be assured that this is a secure and locked facility. It may only be accessed by staff within the finance office, as the actual post box itself is fitted internally, with just the letter slot accessible to students. The finance office will then issue a receipt to confirm all payments.

These changes are intended to improve the efficiency of our current process, and to reduce delays for our students at peak times. However, should you have any concerns or further questions please do not hesitate to contact me by email at FRD@arkwilliamparker.org.

Yours faithfully

Mrs J Abbott
Finance & Resource Director
Ark Hastings Schools