



18th July 2019

Dear Parents/Carers

PARENTPAY END OF YEAR PROCEDURES YEAR 6

As we near the end of term we would be grateful if you would ensure that your ParentPay account balances. Please remember that any lunches/tuck required prior to the end of term must be paid for **before Thursday 25th July.**

ARREARS

If you require a barcoded letter to enable you to pay less than £10 onto the system, please return the slip below and ensure you tick the box.

Y6 IN CREDIT

If your account will be in credit on Thursday 25th July and you would like a refund onto your card (via your parent account on ParentPay), or if you would like the balance transferred to a sibling's account, would you please return the slip below and ensure you tick the appropriate box. **Please note that if you do not return the slip for a refund, we will assume that no action is required.**

Please return the slip below, to Mrs Grace in the academy office by return or as soon as possible. We will endeavour to make refunds on or soon after the last day of term.

Thank you for your support.

Yours sincerely
Admin Department

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PARENTPAY END OF YEAR PROCEDURES 2019 (AG)

Child's Name: Class

- I require a barcoded letter to enable me to clear the outstanding arrears on my account.
- My account will be in credit on Thursday 25th July and I require a refund onto my card.
- I wish for the outstanding amount to be transferred to the account of:
..... (siblings's name) in class

Signed (Parent/Carer)