



GUISELEY SCHOOL

01 July 2020

Dear Parent/Carer

Financial Update

As we have welcomed more and more pupils back into school and we are rapidly approaching the end of year, I wanted to take this opportunity to provide you with a financial update.

No cash or cheques

Due to COVID-19 we are no longer able to accept payment by cash or cheque, so request that you make all future payments to school through our online SCOPAY option. This includes payments for materials, such as books and revision guides; music lessons; and for the cashless catering system. The online payments system, SCOPAY, is very easy to set up and can be used from a computer and a mobile phone. I have attached guides to this letter to assist you and these are also available from our website ([parents/carers > payments and catering](#)). If you need a link code to set up your account please email finance@guiseleyschool.org.uk and we send this out to you. It would be good to get this all set up now ready for September. If you need any assistance just email finance@guiseleyschool.org.uk and one of the finance team will contact you. We have posted out link code letters to all parents/carers of our new Year 7 pupils this week.

Electronic systems saving time, paper and making life easier and safer for everyone

The finance team are mainly working remotely, so this has provided us with the perfect opportunity to update some of our systems. We are now able to make bank transfer payments instead of having to rely on sending you cheques, which is far more efficient for us and more importantly more convenient for you. We have introduced online forms so you can let us know your correct bank details; order curriculum materials; confirm your music lessons, provide consent for activities and so forth in a secure manner without needing to print any forms. We will upload all of our generic new forms onto the website under [Parents-Carers > Payments and Catering > online forms](#).

Free School Meals and Pupil Premium

I also wanted to remind you about Free School Meals and Pupil Premium. The school will be providing vouchers to all families registered for Free School Meals by 10 July, so do get your application in as soon as you can. If you contact us on finance@guiseleyschool.org.uk we may be able to assist you to get your application processed as soon as possible. Please read the information sheets attached to this letter.

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Headteacher: Mr Paul Clayton



Artsmark
Platinum Award
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School Uniform

There is also an online form you may use to apply for Financial Support with School Uniform. Click on the link below and scroll down to the bottom of the uniform page on the website:

[Application for Financial Support with School Uniform](#)

School Lunches and online payments

Please note that the school and Hutchison Catering can no longer accept payment by cash or cheque, **all** payments need to be made online.

We appreciate that everyone leads busy lives and sometimes accounts do not get topped up immediately, so we have amended our catering system so that it will allow your child to have up to five lends before their account becomes blocked. (We will be trialling this system to make sure it works well, as we cannot afford for lots of parents to be owing money). This gives you a full week to top-up your child's account. Please see the guide attached about setting up alerts so that as soon as their balance is getting low you will receive an email reminder to top-up.

The price of the meal deals, providing a main meal and a dessert, will be £2.50 for the 2020/21 academic year. Menus and meal deals will be updated on the school's website once these have been finalised by Hutchison Catering.

Thank you for your attention to these financial updates. Please remember to set up your online payments, if you do not already have this, as it will help us to provide an improved service to you and once set up will save you precious time.

With best wishes for the summer.

Yours sincerely

Catherine A Beaton

Mrs Catherine Beaton
Director of Administration and Finance

Attachments to accompany this letter:

1. Free School Meal Information Sheet
2. Free School Meal application form (for those families living outside of the Leeds area)
3. Pupil Premium Information Sheet
4. SCOPAY guides:
 - 4.1. SCOPAY Mobile App instructions (this is the best one to start with)
 - 4.2. SCOPAY also produce their own guides, which are available from our website:
 - 4.2.1. SCOPAY Parent Guide – Alerts (useful to let you know when you need to top-up your child's catering balance)
 - 4.2.2. SCOPAY Parent Guide – Managing your account
 - 4.2.3. SCOPAY Parent Guide – Making Payments