



26<sup>th</sup> June 2019

Dear Parent / Carer

Arrangements for Making Payments to School

Earlier this term, all schools in Wrexham have been asked to consider a range of controls regarding financial procedures following WCBC internal audits. Reflecting on these recommendations, Barker's Lane will be amending some procedures to meet the measures required and providing you with some reminders of current procedures.

**Reminder:**

- Wherever possible, **please make any payments online using the WCBC system**. This gives you a record of payments made, is also a clear record for our staff and considerably reduces the time that it takes to deal with the administration of monies.  
*When money is sent into school in an envelope, it has quite a journey before arriving at the school office. Therefore the safest, most efficient way of making payment for school activities and school meals is online.*
- WCBC policy is that school meals must be paid for in advance. The preferred method of payment is online and should be before 9am on Monday morning. Mrs Brand is having to spend an increasing amount of time, making phone calls / sending text reminders to the same small minority of parents which reduces her time to undertake her duties.

**From Monday 1<sup>st</sup> July:**

- No money should be handed directly to school staff at the door or the gate. In the mornings, staff are busy welcoming children into school and settling them and should not be asked to accept monies for trips, snack, dinners, etc. *We appreciate our families are busy, but please do not compromise school staff by trying to hand them money.*  
Paying online will avoid this. However if you do need to send monies in, please put this in a small labelled purse / container / envelope and put it into the post-box adjacent to Mr Hill's window in the foyer.  
*Mr Hill has put a stock of reusable money bags with note paper next to the post-box in case anyone needs this to put cash into. Before posting monies into the post-box, please ensure that on the note, you have written your child's name and the purpose of the payment. This may sound daft, but we have in the past, received envelopes with cash inside but no name on the front!*  
If you are sending money with your child, please be aware that this goes into a class box which is then delivered to the school office.
- In the event that you do send money into school which requires change, please be aware that change will be issued on Friday of that week, which may not be the day that you make payment. We are unable to give change at the school office on an as and when basis.
- Larger payments e.g. school trips, residential visits, annual snack payments, should always be online or by cheque to ensure that both yourself and school have a record of this. *We have had instances where large amounts of money have been found in children's trays, the cloakroom and even under toys in class!*

**If you have misplaced your unique number for making child's online payments, please email or call in at the school office.**

Occasionally there will be fundraising which involves sending monies into school as there is no online option, e.g. charity non-uniform days, raffle tickets. These can still be sent into school in an envelope / money bag / purse clearly labelled via the post-box in the foyer or with your child to go into the class box.

We really appreciate your support with these procedures, it protects your monies and the integrity of our staff, safeguarding all concerned. Many thanks.

Yours faithfully

Mrs V Griffiths  
Chair of Governors

