

**Outstanding debts for School Meals/After School Cub/Breakfast Club/Nursery**

Dear Parents/Carers,

I am writing to inform you that due to the current pandemic of COVID 19, the Academy will be writing off all debts prior to August 2019. As a school and a Trust we are working together to try and offer as much support to our parents and pupils as possible at this challenging time. We therefore ask that only the debt accumulated since September 2019 be paid for. We are happy to discuss how and when this might be paid off so please feel free to contact the school office to discuss your balance. Please check your Parentpay account for the outstanding balance and if you are having problems logging into your account or are unsure of how much the debt is please contact the school office.

Any outstanding balance for school meals, after school club, breakfast club and Nursery fees for Pupil Premium children will be written off completely.

From September 2020, the Academy will be changing the procedures for managing debt but I will write to all parents nearer the time and outline the new procedures.

If you have any questions please do not hesitate to contact the school office.

Thank you for your continued support and I hope that you and your family remain safe and healthy during this time of uncertainty.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Miss P Robinson', followed by a circular stamp or mark.

Miss P Robinson

Principal