



BYDALES SCHOOL

30 January 21015

Dear Parent/Carer

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Principal: Andrew Wappat

Changes to money handling procedures in school

As you will be aware, Bydales School is due to close at the end of the month, and open on 1 February 2015 as the new institution, Outwood Academy Bydales. The structural changes that both students and parents will see as a result will be minimal, as the vast majority of systems have already been put in place, such as Praising Stars®, Enrichment, the School Day and so forth.

I do want to draw your attention to one change that will come into effect from Monday, as the academy adopts a more appropriate money handling procedure that follows the recommended best practice from auditors. This will bring us in line with the other academies in the Outwood Grange Family of Schools, and ensure we are compliant with the Trust's Finance Policy.

From Monday, under no circumstances will teaching staff receive money directly from a student for products that have traditionally been (and will continue to be) sold to students. For example, such items might include:

- Planners
- Revision Guides
- Ties

Likewise:

- Contributions towards DT or Art materials etc
- Payment for School Trips/Events

All payments should now be made at the Student Reception window, to a Finance member of staff. The payment will be recorded on the student's account, a printed receipt issued which can then be exchanged for the goods above, that are held by subject departments or Learning Managers.

Students will be able to pay for items at Breaktime and between 2.30pm - 3.45pm every day.

Please note that the new system does not have the facility for lending money, for whatever reason, to students. I would encourage parents who do not already use ParentPay for school dinners to sign up, as this speeds up dinner queues, and prevents dinner money being forgotten. It can no longer be lent. You can also monitor the healthy food choices your son/daughter is making. There are more details on our website here:

<http://www.bydales.outwood.com/catering-and-parent-pay>

If you have any questions about these changes, please do not hesitate to contact Tracey West, Business Manager on t.west@bydales.outwood.com or by telephoning the school.

Yours sincerely

Andrew Wappat
Principal