

SLY/TJ

21 May 2019



Holderness Academy
& Sixth Form College

Dear Parent/Carer,

Holderness Academy & Sixth Form College – Cashless System

I am writing to inform you that from 1 September 2019 Holderness Academy & Sixth Form College will no longer accept cash or cheques as payment for trips, visits or, for the majority of items made available to purchase onsite.

As you are aware, our catering system is now completely cashless. However, the machines positioned around the Academy site will continue to accept cash to top-up students' catering accounts; although this option is discouraged, and it is highly recommended that parents use the online system to transfer funds to their child's catering accounts. Should you wish your child to bring cash to school to top-up their catering account, please note, any cash carried by students in school will continue to be their responsibility. Additionally, as there will be no cash held on site from September, the option for students to receive change from the Finance Office will no longer be available. For example, if a student wishes to add £10 to their catering account but requires change from a £20 note, this will not be possible as change will not be available.

For a number of years, the Academy has provided the option for parents to pay online for trips, visits and catering, and our records and our conversations with parents indicate that this option is now by far the most preferred method of payment.

There are many benefits to making payments online, one of which is that parents can make payments from the comfort of their own home at a time that suits them, and a clear audit trail is held. There is also the safeguarding aspect for children, as they do not have to risk carrying cash to school.

Full details of how to register for and use our online system are available on our website. Parents can register, or continue to use the cashless system, by accessing the Scopay website via the following link:

<https://www.scopay.com/southholderness>

If you require support setting up a cashless account, or have any questions, please do not hesitate to contact the Finance Office on 01482 899315 or email office@holderness.academy.

Please note, we will continue to accept small amounts of cash from students and staff to support charities such as Comic Relief and Children in Need, as we are able to pay directly into charity bank accounts, incurring no charge or financial administration. We will also continue to accept small voluntary donations from parents towards transportation costs incurred for students to travel to and from sporting fixtures and other similar local events.

Thank you for your continued support.

Yours sincerely,

Mrs S L Young
Executive Headteacher

Collective Aspirations: Individual Success

