



# Kirkby High School

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8<sup>th</sup> May 2018

Dear Parent/Carer

## **PAYING MONEY FOR SCHOOL TRIPS**

For security reasons and to prevent any potential errors, we have reviewed our procedure for students and parents paying money into school for trips etc.

All monies should be handed into reception on Tuesdays and Wednesdays between 8.00am and 8.40am and again after school on the same days between 3.00pm and 4.00pm. Teaching staff will not accept any money.

We are currently looking into setting up our online payment system 'ParentPay' for parents to pay for school trips in the future. We will contact you again when this has been completed.

If you have any queries or concerns then please do not hesitate to contact me at school.

Yours faithfully,

Mrs R Conefrey  
Headteacher

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