



GUISELEY SCHOOL

June 2025

Dear Parent/Carer

FINANCIAL UPDATE

I thought it would be useful for you to receive information regarding our financial processes within our school in preparation for your child joining us. If you have any queries, please do not to hesitate to contact the finance team by email on finance@guiseleyschool.org.uk

KEY UPDATES - No cash or cheques

We are now a cashless school and no longer able to accept payment by cash or cheque, therefore we request that you make all future payments to school through our online Arbor Pay system (this will replace the ParentPay system from September 2025). You will require a username and password to set up your account and we will send these to all parents/carers of our new Year 7 students by September. Arbor Pay enables parents/carers to make online payments for materials, such as books and revision guides; music lessons; trips; and for the cashless catering system. This is very easy to set up and can be used from a computer and a mobile phone. If you need any assistance with setting up your Arbor Pay account, please email finance@guiseleyschool.org.uk and one of the Finance team will be happy to assist you.

Electronic systems saving time, paper and making life easier and safer for everyone

We have introduced online forms so you can order curriculum materials; confirm your music lessons, provide consent for activities and so forth in a secure manner without needing to print any forms. We will notify you of the forms available on our website in due course.

Free School Meals and Pupil Premium

I also wanted to remind you about Free School Meals and Pupil Premium. If you think that you are eligible, please do get your application in as soon as you can in preparation for September. Please refer to the information sheets and application form on the Year 6 into 7 pages on the school website. Please contact us via finance@guiseleyschool.org.uk if you have any questions.

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Headteacher: Mr Paul Clayton



School Uniform

There is also an online form you may use to apply for Financial Support with School Uniform for Students that are in receipt of a Free School Meals or Pupil Premium. If approved, vouchers will be emailed towards the end of summer term in order to redeem before 31st July 2025, you are encouraged to redeem by the end of July so school can receive a discount on the voucher. Please complete the form by logging Insight, choosing 'Finance links' from the menu at the top, and then select 'Application for Uniform support'.

School Lunches

Please note that the school and our Catering providers only accept online payments made via Arbor Pay. We appreciate that everyone leads busy lives and sometimes accounts do not get topped up immediately, therefore we allow your child to have up to four meal deals before their account becomes blocked. This gives you a number of days to top-up your child's account. We monitor all overspends regularly and notify parents/carers that they must top up, as we cannot afford for lots of parents/carers to be owing money. The Arbor Pay user instructions will show you how to top up your child's catering account, view daily transactions (what they are eating) and set up an alert when the balance is getting low.

Menus and meal deals are available on the school's website. There are several options as follows:

Main meal (any) £2.60

Meal deal 2 £3.10 main plus drink or home bake

Meal deal 3 £3.50 main plus drink and home bake

For those students on Free School Meals then a daily allocation of £3.50 will be applied to their account which is available at lunchtime only. If you wish your child to purchase items outside of lunchtime, then please top up their ParentPay catering account accordingly. We have introduced a Breakfast free school meal available from 8am to 8.30am of £1.80; this available at these times only.

Thank you for your attention to these financial updates. Please remember once you receive your Arbor Pay please set up your account for online payments, as it will help us to provide an improved service to you and once set up, will save you precious time.

Lockers can be rented at a one-off cost of £15.00 payable in Year 7 for the duration of KS3 and KS4; this will be payable on Arbor Pay. Lockers will be provided free of charge for Pupil Premium students.

We look forward to welcoming your child to our school in September.

Yours sincerely



Mr Roger Gavin
Finance Manager

Documents available to view on the dedicated area on our website:

<https://www.guiseleyschool.org.uk/about-guiseley/admissions/year-6-into-7-admissions>

1. Information about changes to cashless catering provision and student identification
2. Free School Meal Information Sheet
3. Free School Meal application form (for those families living outside of the Leeds area)
4. Pupil Premium Information Sheet