



June 2023

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](mailto: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 ParentPay option.** You will require a username and password to set up your account and we will be posting out a letter to all parents/carers of our new Year 7 students by September. ParentPay enables parents/carers to make online payments for materials, such as books and revision guides; music lessons; 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 ParentPay account, please email [finance@guiseleyschool.org.uk](mailto: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 via Insight. Please contact us via [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk) if you have any questions.

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Headteacher: Mr Paul Clayton



Artsmark  
Platinum Award  
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## School Uniform

There is also an online form you may use to apply for Financial Support with School Uniform. If approved, vouchers will be emailed towards the end of summer term in order to redeem over the summer holidays. Please complete the form by logging in to 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 ParentPay. 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 ParentPay 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. The price of the meal deals, providing a main meal and a dessert, is £2.55.

For those students on Free School Meals then a daily allocation of £2.55 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.

Thank you for your attention to these financial updates. Please remember once you receive your ParentPay link code letter, 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.

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. **ParentPay Online payments instructions for all devices**
2. Changes to cashless catering provision and student identification
3. Free School Meal Information Sheet
4. Free School Meal application form (for those families living outside of the Leeds area)
5. Pupil Premium Information Sheet