

7<sup>th</sup> February 2024

Dear Parent/Carer(s)

**Re: Cashless Operation**

Following a recent review of our financial procedures, we have made the decision to become 100% cashless by April 2024. The benefits to students and parents will be:

- Easier for parents to make payments for lunches, school shop equipment, school trips and events etc.
- Support reduction in carbon emissions by using less paper.
- Increase student safety as they do not need to carry cash.

**Changes from 19<sup>th</sup> February:**

The cash loader will no longer be operational and any cash payments for lunches, school shop equipment, school trips and events etc. will have to be processed in the finance office between 11.00-11.30am or 1.45-2.15pm.

We encourage all parents to sign up to our online cashless provider ParentPay. If you are experiencing any issues or require your ParentPay log in details please email [finance@ashmoleacademy.org](mailto:finance@ashmoleacademy.org).

**Changes in place from 15<sup>th</sup> April:**

The finance office will no longer process cash payments for lunches, school shop equipment, school trips and events etc. All payments must be made through our online cashless provider ParentPay.

In the event that cash is brought into school we will not be in a position to process it and we will request that your child returns the payment to you at home. If the cash brought in is for lunches and your child has got insufficient funds in their catering account a temporary overdraft will be issued.

Thank you for your support in this matter and please do not hesitate to contact us if you need further support in this matter.

Kind regards



Mrs E Arvstrand

**Head of Estates and Facilities**

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