

Letter issued to secondary school parents/carers

October 2019

Dear Parent/Carer

**Change to payments to school - SchoolPay**

From 28 October 2019 all schools will be going cashless and if you haven't already done so, you will need to sign up to use SchoolPay to make payments into school using the link below to register [www.eastlothian.gov.uk/schoolpay](http://www.eastlothian.gov.uk/schoolpay)

The school office will also help you to sign up if you need assistance, just ask. You can also contact the dedicated On Line Payments team on Tel: 01620 827562 or email [onlineschoolpayments@eastlothian.gov.uk](mailto:onlineschoolpayments@eastlothian.gov.uk) who will be happy to help you.

Schools will **not** be able to accept cash or give change after 28<sup>th</sup> October 2019 as the processing of cash transactions is not best value for the school or Council in relation to managing its financial resources. It will also help us in school by freeing up time spent processing cash (which is a cost of around £8.50 per transaction and even greater for cheques) that can then be better used on other administrative support tasks.

SchoolPay will be used to pay for all payments into school, ie. school trips, uniform etc. so it is important you sign up before the 28 October 2019. Revalue machine are still available for pupils to top-up their school meal card.

We appreciate this change may initially cause difficulties for some parents/carers and families and if you have concerns about the impact on you please do not hesitate to get in touch with the school for support and assistance. If you have challenges with using SchoolPay or making any payments to school, please get in touch with us to see if we can help you. We can also help you to check if you are entitled for free school meals and a clothing grant.

Yours sincerely

Head Teacher