

HEADTEACHER MISS JENNIFER PASHLEY  
FARSLEY WESTROYD PRIMARY SCHOOL & NURSERY  
FRANCES STREET  
FARSLEY  
LS28 5BH

Telephone:  
(0113) 2551601 Primary  
(0113) 2574178 Early Years

Web site: [www.westroydprimaryschoolandnursery.co.uk](http://www.westroydprimaryschoolandnursery.co.uk)  
Email: [office@westroyd.org](mailto:office@westroyd.org)



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## Financial Regulations and Processes

Dear Parent/Carers,

At Westroyd we are committed to ensuring that our financial procedures and processes operate efficiently are safe and compliant with school's financial regulations.

As the new Headteacher, working with the amazing office team, we continue to evaluate, using your feedback, the administrative processes in place in the school. We have identified with your help, that some historical outstanding payments from last year, or earlier this year, may have disappeared from the system school comms before you have been able to pay them. For this reason, you may now find that these payments have reappeared on school comms and are ready for you to pay. If you are having any difficulties making these payments or have queries about the amount due, do please contact the office for a discussion. We are open to designing repayment plans to suit you.

We also wanted to let you know that we are changing how we manage our payments for wraparound, so that it is really clear for parents how much is owed in advance and that payment is reflected upon school comms. If you have any queries about wraparound payments please do get in touch with the school office, who will be more than happy to help you and answer any questions. We do ask if you are paying by tax-free voucher that you do email to let us know you have done so and the child's code. This makes it easier for us to track this, or it gets lost in the councils payment systems.

Finally, as previously suggested we are now seriously looking at moving to one online system that manages all our office and communication needs whilst also managing other key aspects of everyday school life. This is an exclusively app based package, that over time will replace all the separate many packages that we use and pay for in school. It will be a time saver for you and for us, which as we are all busy people, is going to be music to our ears. It will create so much more time for us to focus upon teaching and learning. We are currently in financial negotiations and we will let you know more once we have achieved a deal that we are happy with!

Thank you for your understanding we know we are making many changes, but all for the right reasons, so that we can focus our time and energy into ensuring our children have the opportunity to achieve the best outcomes possible.

Kind regards

**Westroyd Primary School and Nursery is committed to safeguarding and promoting the wellbeing of all children.**