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WESTROYD PRIMARY SCHOOL & NURSERY
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Dear Parents/Carers,

Payment systems – School Comms

At Westroyd Primary School we have an electronic payment system called School Comms. This system enables us to safely manage financial transactions and saves a considerable amount of time, enabling us to focus upon our priority, which is teaching and learning. For you, it means you can make payments for school trips, lunches, wraparound and clubs wherever you are and whatever you are doing! You will also be able to book and pay for places on our afterschool activity clubs through the app from this week. We appreciate you working with us and adopting this method.

Communications – School Comms

At Westroyd our primary method of communication with you is electronic. This method saves money, protects personal data and also the planet! So that you do not miss out on important school information or exciting school events you need to download the School Comms app. For example each week, you will receive a newsletter within which there will be details of events coming up the following week.

School Comms support

If you are having difficulty accessing the app, then our experts Miss Wright and Mrs Hodgson are here to help. Give them a call/email or call into Early Years/School office in a morning and they will be happy to help you.

Personal Data

We are currently reviewing our data protection policies and procedures to ensure that everyone's personal data is safe. We will shortly be asking you to update your child's personal information and your information in terms of contacts, which will be stored securely. You may start to notice changes to how we do things, as part of our review and alignment to the latest GDPR regulations.

Payment Deadlines

We understand that in the current climate, for all of us budgets are tight with rising costs across the board. I have been recently horrified by the increase in price this Autumn for seasonal veg, that you can usually buy cheaply at this time of the year. I am sure you can match this with your own observations! However, for dinners, wraparound, clubs and trips we will set deadline payments and our intention is to stick to them. Like you, we also have to meet payment deadlines. We will support you in making payments with clear deadlines and timely reminders. However, if at anytime, personal circumstance is limiting your ability to make the required payments at the required time, you need to talk to us and we will set up a personal payment/repayment plan.

To be clear, if you do miss payment deadlines for dinners, clubs, wraparound and you have not discussed it with us you do run the risk of losing your place/dinner and the debt being passed at a cost to the school to the local authority debt collect collection team. Remember that in terms of trips, no child will be excluded from a trip due to non payment. However if we do not have enough payments made to make the trip viable it will be cancelled. The school is unable, due to our budget constraints to meet the shortfall.

If you have any questions or comments for us, do get in touch through the school office.

Thank you for your support

Kind regards

Jenny Pashley
Headteacher

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