



DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best

RESPECT

INCLUSION

SUPPORT

EFFORT



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Dear Parent/Carer

Change to payments to school – Schoolpay

Thank you to all of you who have already signed up for Schoolpay.

From 28 October 2019 all schools will be going cashless for all regular payments 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 <https://www.eastlothian.gov.uk/info/210622/schoolpay>

The school office will be able to 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 who will be happy to help you.

Schools will **not** be able to accept cash or give change for these regular payments after 28th 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 regular payments into school, ie. school trips, Home Economic etc. so it is important you sign up before the 28 October 2019.

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.

This change does not currently affect the crediting of smartcards, for school catering facilities, at the charging machines in the school. It is recommended, however, that you should move to Schoolpay where you can.

Yours sincerely

Claire Slowther
Head teacher