

FRANCES OLIVE ANDERSON
Church of England (Aided) School
The Grove, Lea, Gainsborough DN21 5EP
Telephone: 01427 612827
Fax: 01427 612446
Website: www.olive-anderson.lincs.sch.uk
Twitter  @Lea_Primary_Sch
e-mail: enquiries@olive-anderson.lincs.sch.uk
Headteacher: Mrs Sarah Woolley



'Being different, Belonging together'

20th April 2017

Dear parent/carer,

In the interest of protecting all parties we have undertaken a review of our cash handling procedures. We have investigated the use of a cashless system but due to tightening school budgets we do not feel this would be cost effective at this time.

From Monday 24th April any cash payments made to school MUST be handed in by the parent/carer directly to a member of the office staff; where a receipt will be issued immediately. Please do not leave cash in school without receiving a receipt.

Cheques rather than cash would seem to be the safer method of payment and we will continue to accept these via the class teacher; a receipt will be issued by the office within 2 working days. If you have not received a receipt within the time frame please contact us to check the status of your payment.

Many thanks for your co-operation in this matter, as always we will continue to review the effectiveness of these changes.

Kind regards

Sarah Woolley
Headteacher



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Achieving Excellence Together

