



**HOLLYWELL  
PRIMARY SCHOOL**

**Hollywell Primary School**  
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Head Teacher: Mrs Elizabeth Ellis



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*'Inspiring young minds to unlock their potential to grow.'*

Wednesday 5<sup>th</sup> June 2024

Dear Parents and carers,

It has come to our attention that there have been increasing instances of delayed payments for school trips and school dinners. While we understand the financial challenges many families face in today's economy, prompt payment is crucial to ensuring the smooth operation of the school.

We kindly request that all payments be made by the specified deadlines. For those families who already adhere to this, we sincerely thank you for your cooperation and support.

**School Dinners:**

School dinners should be paid for in advance via ParentPay. If an account is not settled by the Friday following the provision of school dinners, regrettably, we will be unable to provide the child with a hot meal the subsequent week until payment is received.

**School Trips & Residential:**

We appreciate these can be expensive and we always ensure we secure the best price. We also always provide ample notice regarding payment deadlines for school trips and residential. If you anticipate any difficulties in meeting these obligations, we urge you to communicate with us in advance to discuss possible payment arrangements.

Failure to complete payments by the stipulated final date will result in the child being ineligible to participate in the trip, and any deposited funds will be forfeited. Exceptions to this policy will only be considered in rare circumstances. As advance payments are required for school trips and residential, there is limited flexibility in this matter.

Please be aware that if your child is unwell on the day of the trip, refunds cannot be issued unless the trip provider returns any funds to the school.

Your cooperation in ensuring timely payments for school dinners and trips is greatly appreciated. Should you have any queries or require further assistance, please do not hesitate to contact the school office.

Thank you for your attention to this matter.

Your sincerely

*Elizabeth Ellis*  
Head Teacher

