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## Cavendish Junior School

Edmund Street  
Newbold Moor  
Chesterfield  
S41 8TD

Acting Headteacher  
Mrs Rachel Laben



Monday, 25 June 2018

Dear Parents/Guardians

### Payments Procedures

We have recently seen an increase in children bringing quite large sums of money into school to hand in to the office. To avoid the risk of money going astray, we have taken the decision that from now on payments over £10 must be handed in to the office by an adult and a receipt will then be provided. **We will not, under any circumstances, accept cash with a higher value than £10 from a child.**

Cheques of any value, and cash to the value of £10 or less will be accepted, but must be in a named purse or envelope, and be handed in to the office at the beginning of the day.

May we also remind you that dinner money should be paid on the Monday of the week in which it falls due. Unfortunately, arrears of dinner money may mean you will be asked to provide your child with a packed lunch.

Thank you for your support in this matter.

Kind Regards

Rachel Laben  
Acting Headteacher

