

**HEADTEACHER**

Mrs Elizabeth Robinson BA (Hons) Oxon



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20<sup>th</sup> April 2018

Dear Parents/Carers

**Cash Payments**

We have concerns regarding student safety when carrying large amounts of cash to school and have reviewed the cost of cash handling within the school. As a result, we write to advise you that **with effect from Monday 4<sup>th</sup> June 2018 Tabor Academy will no longer accept cash payments for any item, including trips, revision guides & catering.**

You will be able to make payments in one of two ways :-

- Via the current ParentPay® system, for more information please visit [www.parentpay.com](http://www.parentpay.com). Menu choices, your child's meal selections and up to date trip information is displayed. Please contact [finance@taboracademy.co.uk](mailto:finance@taboracademy.co.uk) for a ParentPay activation letter.
- Via PayPoint™, at any PayPoint store, the local stores are listed below. Payments are uploaded onto a PayPoint card. **It can take 2 days for this method of payment to be processed.** Any payment you make on this system can be seen on ParentPay.

If PayPoint would be your preferred method of payment from June 2018, please return the form below or email [Finance@taboracademy.co.uk](mailto:Finance@taboracademy.co.uk) by Friday 27<sup>th</sup> April 2018, providing your child's full name and tutor group. If you have more than one child at the school please provide full details for all of your children, as each card will be unique. A PayPoint card for each child will then be provided to your child before the start of the cashless rollout.

**There are PayPoint stores throughout the area, the nearest to Tabor are:**

McColls	86 Panfield Lane, Braintree, CM7 2TL
One Stop	Inn on the Green, Queens Road, CM7 5PZ
Texaco Spar Service Station	Rayne Road, Braintree, CM7 2QS
Co-op	9-15 Rayne Road, Braintree, CM7 2QA
Cash In Hand	6 New Street, Braintree, CM7 1ES

Students will continue to automatically have their Free School Meal allowance added on a daily basis, unused amounts are removed at the end of the day. If you feel you may be eligible to claim free school meals please contact Essex County Council [www.essex.gov.uk](http://www.essex.gov.uk)

**A message from our Caterers**

Harrison Catering have a talent for combining ingredients for the best possible result. At Harrison, we check and double check our sources to be sure our ingredients are top notch. We only cook from fresh ingredients that you can trace all the way to their source. We care about what goes into our food and consider only the best produce for Tabor Academy. We also provide the perfect mix of Protein, Carbohydrates and natural sugars to ensure all Pupils have the energy required to perform.

**Uniform**

Due to much reduced stock levels, please be aware the purple uniform will be withdrawn from sale on Friday 25<sup>th</sup> May 2018.

Thank you for your support in this matter. If you have any queries, please do not hesitate to contact the Finance Office via [finance@taboracademy.co.uk](mailto:finance@taboracademy.co.uk)

Yours sincerely

Mrs E. Robinson  
Headteacher

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Student Name: .....

Tutor Group: .....

I request a Paypoint Card

Signed: .....

Date: .....