

June 2020

Dear Parent / carer and students

Balances on Year 11 and 13 Squid accounts

I am conscious that, under normal circumstances, we would have been in contact with you last half term with arrangements for running down student cashless accounts. Those of you in Year 13 will remember that we encourage students to start clearing their balances in preparation for the end of their time at the school.

The pandemic has clearly interrupted this process and I am therefore writing to explain what we plan to do next. We are conscious, as a school, that any money left stranded in cashless accounts belongs to you, not us, and we are keen to get as much of it back to you as possible.

Year 13 students

- **Please cancel any auto-top up on your account now.** This will stop the account re-crediting itself once we clear it.
- Any Year 13 student with a younger sibling at Vyners will automatically have any balance transferred to their brother / sister before the start of the academic year. You don't not have to ask for this to happen, but please do bear with us, as we anticipate that there will be dozens of transfers to do.
- For those without a younger sibling, we will make arrangements to refund any balance on the squid account (either trips or catering) **in excess of £5**. This will be done via BACS payment to a bank account nominated by yourself. Please keep an eye out for a google form (from office@vynersschool.org.uk) asking you to supply bank details. This refund will be actioned separately from any refunds for cancelled trips.

Year 11 students

- **Please cancel any auto-top up on your account now.** We ask all current Year 11 students to do this, regardless of whether you have had a 6th Form offer from us. Those students who return in the Autumn can quickly re-establish their auto-top up after enrolment.
- For those students who have received a 6th Form offer, we propose taking no further action until after 6th form enrolment day. If you rejoin the school, any balance currently on your account will be waiting for you.

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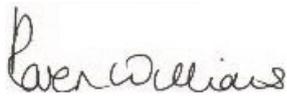
- For students who will be leaving us, we will automatically transfer any balance to a younger sibling in the school. We will then make the same arrangements as Year 13 to refund any balances over £5 to you. This will also be done via BACS payment.

We would ask for your patience over the next few weeks as we put these arrangements into place. As a result of the sudden closure of school, we anticipate needing to action hundreds of refunds and balance transfers for this reason alone.

If you have any queries in the meantime, please don't hesitate to contact me (kwilliams@vynersschool.org.uk).

I hope that you and your families remain safe at this time

Yours sincerely

A handwritten signature in black ink that reads "Karen Williams". The signature is written in a cursive style with a large initial 'K'.

Karen Williams
Business Manager