



April 2022

Dear Parent / Carer and Students

Balances on Year 11 and 13 Squid accounts

You will be conscious, as we are, that for some students, their time at Vyners School is drawing to a close.

As part of the leaving process, we are anxious that any funds left in a student's cashless account are cleared, leaving as close to a zero balance as possible. The money in the account belongs to parents and students, not the school, and we are keen to get as much of it back to you as possible.

This letter explains what you need to do as parents/students, and what action will subsequently be taken by the school to clear down accounts.

Action required by all families

- Please cancel any auto top up on the account **NOW**. This will stop the account recrediting itself automatically. It will still be possible to make manual payments if students need more funds for the canteen. It will also be possible to make manual payment on the 'trips and other offers' purse - for prom tickets, year books, hoodies etc.
- Any balance left on the TRIPS purse at May half term should be transferred to the CATERING purse. This can be done for free by emailing customerservice@squidcard.com.
- Students are encouraged to try and run down their catering balances as far as possible, by continuing to make purchases during their final weeks with us. Canteen accounts remain active right the way through the public exams.

Year 13 students

- 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 new academic year. You don't not have to ask for this to happen, but please bear with us, as there are usually lots 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 use [this google form](#) to notify us of which account you wish funds to be transferred to.

Vyners School
Warren Road, Ickenham,
Middlesex, UB10 8AB
Tel **01895 234342**

office@vynersschool.org.uk
www.vynersschool.org.uk

Mr Gary Mullings BA (Hons)
Headteacher

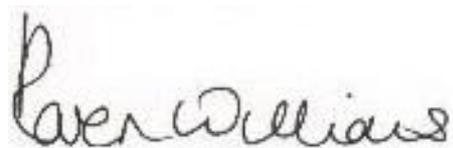
- Please note that we will chase outstanding bank account details from parents **ONCE**, after which any funds remaining on accounts will be treated as a donation to school funds. Please take the necessary action to ensure we can refund money to you if needed.

Year 11 students

- If you are anticipating rejoining us in the 6th Form, you need to take no further action. Students rejoining us will simply pick up their outstanding balance in the autumn.
- 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. Please use [this google form](#) to notify us of which account you wish funds to be transferred to. Please note that we will not usually action such transfers until September. This enables students to finalise their choice of post-16 study.

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

Yours sincerely



Karen Williams
Business Manager

Vyners School

Warren Road, Ickenham,
Middlesex, UB10 8AB
Tel **01895 234342**

office@vynersschool.org.uk
www.vynersschool.org.uk

Mr Gary Mullings BA (Hons)
Headteacher