

21 April 2023



Vyners School
Striving for Excellence

Dear Parent / Carer and Students

Subject 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.

Vyners School

Warren Road, Ickenham,
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Tel **01895 234342**

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Mr Gary Mullings BA (Hons)
Headteacher



Vanguard Learning Trust
Registered in England and Wales Number 07796938

Year 13 students

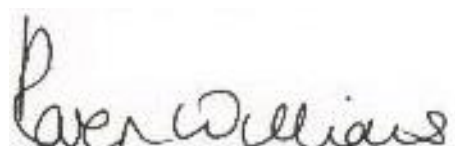
- Any Year 13 student with a younger sibling at Vyners will automatically have any balance transferred to their brother / sister before the start of the new academic year. You don't not have to ask for this to happen, but please bear with us, as there are usually lots of transfers to do.
- For those without a younger sibling, parents should ask Squidcard to refund them any balance on the account. Guidance on how to do this is attached to the letter. Please make sure you do not request a balance withdrawal until after their final date of leaving.

Year 11 students

- For those students who have received a 6th Form offer, we propose taking no further action until after 6th form enrolment day. Any balance currently on your account will be waiting for you when you re-join us in the autumn.
- For students who will be leaving us, we will automatically transfer any balance to a younger sibling in the school. Should this not apply in your case, please follow the instructions given above and attached to request a balance withdrawal directly from Squidcard.

I wish all our student every success in their forthcoming public exams. 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

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