



December 2018

**Tottingham High School will become a Cashless School with effect from 14 January 2019.**

Dear Parent/Guardian

We write to advise that the school has taken the decision to become a 'cashless school' with effect from 14 January 2019. This decision is in line with best practice by schools as we move to a far more efficient way of running our organisation. From that date, we will not be in a position to accept cash or cheque payments for trips, revision guides, planners, materials etc. Please do not send your child into school with cash or cheques as the black box will have been removed from the reception area.

Payments can be made via SCOPAY, the school's online payments system which you can access via the internet or through the school website. We have enclosed a letter that provides details on how to register for SCOPAY if you have not already done so.

We have a small stock of school ties that can be purchased via SCOPAY. Suppliers of the school's uniform, Monkhouses and Pretty Things have been given permission to sell our official ties and badges. In the future, you will be able to purchase ties and badges from our suppliers.

Please ensure your child has sufficient cash/change if they travel to and from school by public transport.

**PLEASE NOTE** payments for school dinners, provided by Bury Council's Civica system, will not be affected and the cash terminals will still be available in the school.

If you have any queries or require any further information regarding this matter, please do not hesitate to contact the school.

Yours sincerely



Mr B Duffy  
Headteacher

