

May 2009.

Dear Parent/Carers,

We would like to introduce to you to money pockets. These are small pink envelopes for you to use when sending any money into school. They are clearly labelled with information to complete, regarding the details of what the money contained is for.

We have been experimenting with them in the Reception Class and they have proven to be a very popular and convenient way of sending money into school. As a result we have decided to offer them to the whole school and you will be able to purchase them on a permanent basis.

If you would like to purchase the money pockets, at a price of £2.00 for a pack of 30 envelopes, please complete the reply slip at the bottom of this page and return to school as soon as possible.

May we also remind you that only dinner money is to be sent in to school on the first morning of the week and money for anything else is to be sent in on a Tuesday, Wednesday or Thursday. Please do not send in any money on a Friday, as this is a very busy day in the school office. Refrain also from giving money to the people in the office, it must be sent in to class by the pupil, so that it can be recorded in the appropriate way.

On another note, if your child is late for school they must be accompanied into school, where you must sign them in, stating the reason why they are late. Please be aware that any pupil arriving after 9.15 a.m., will have an unauthorised absence, as advised by the LA.

Yours faithfully,

Mrs D Reynolds  
Head Teacher

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**MONEY POCKETS**

I would like to purchase  packs of money pockets and enclosed payment, at a price of £2.00 per pack of 30.

Name of child .....

Class .....