



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Website: www.williamhardingschool.co.uk

Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



16 December 2022

Dear Families

RE: PRE-SCHOOL CHANGES

We would like to inform you that as from January 2023 we will be moving from Parentmail to The School Gateway system for making payments for your Pre-School sessions including Lunch Club. You will be familiar with the School Gateway system as at present we use this for our emails and messaging services. Not only will it be easier having everything under one provider the system will be simplified for your ease of use.

Required sessions will continue be added at the beginning of each half term, there will be no invoices sent to you so the balance shown on your account will reflect the payment that is due. Payments will be required to be made within **10 days** from the sessions being put on to the system, you will receive notification of this by email . If there is an outstanding balance on the **11th day we reserve the right to revoke your sessions**, this only applies to Non-Funded sessions. If you need to discuss your payment please contact the Finance team as soon as possible who will be happy to help you with any queries.

Parents who currently pay through Childcare voucher services please continue to advise Mrs Smith on financeadmin@williamharding.school as to when payments are made, showing your child's reference and amount, alternatively a screen shot will suffice. These payments will be logged upon notification from Buckinghamshire council.

Kind regards,

Finance Team
William Harding School
01296 421733

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.

