



# The Abbey

The independent school for girls aged 3-18.

**June 2020**

Dear Parent

A warm welcome to The Abbey from the Finance Department.

We are always available for advice and to answer queries, and we look forward to a strong and positive relationship with you. In the first instance we offer the following guidance on payments which I hope you'll find helpful.

Payments to the school will fall into two categories – termly fees and extras. At the end of each term you will receive an invoice for the following term's fees. This 'bill' will also include any fees payable for music tuition which you have arranged for your daughter, and it will also offset any appropriate deductions in respect of scholarships or other matters. Bills are distributed by email, and payment, due on the first day of term, is collected by direct debit. Attached is a Direct Debit form which needs to be completed. Please return it to the Admissions Department before the end of June.

Extras are dealt with separately. The school uses 'ParentPay', an efficient and secure way for parents to pay online by credit or debit card for optional extras such as trips, activities, ad-hoc purchases etc. You will receive an activation letter for ParentPay as part of the information which will be provided at induction, and this will detail how to log in and access your ParentPay account. If you wish to learn more about ParentPay in the meantime please visit their website at <https://www.parentpay.com/>.

For your further information, the terms and conditions relating to the payment of fees and notice requirements for the withdrawal of a pupil are included in the school contract (sections 4 and 9). You should also consult the Fees and Finance section of the school website for further information, including details of the school's travel insurance policy and fees refund scheme.

Schools, and their extensive list of contacts, are increasingly a target for cybercrime. The school's main bank account is at HSBC: account name The Abbey School, Reading, sort code 40-38-04, account number 24820304. We have no plans to change our banking arrangements in the foreseeable future, nor do we offer discounts for lump sum payments in advance. If you receive, typically it would come by email, advice to the contrary, please be cautious. The school cannot help if you transfer money meant for us to the wrong account.

Should you have any queries relating to financial matters please do not hesitate to contact:

Anthony Rose  
Director of Finance  
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Telephone: 0118 987 2256

Yours sincerely

Nadine Doble  
Head of Finance & Resources