



19th June 2017

Dear Parent/Carer

NEW ST EDMUND'S SKIRT

From September 2017 the new skirt will be compulsory for Years 7, 8 and 9 (i.e. girls who are currently in Years 6, 7 and 8). Girls in the older year groups will be able to wear the old navy skirt or the new skirt if they wish, although it will be compulsory for our senior prefects to wear it. The school blouse can be worn tucked in if the girls would like to; this is optional. Skirts will be fitted appropriately by Scholars with regard to waist size and length. All girls in all years will continue to have the option of wearing navy blue trousers.

Scholars' 'Pop-Up Shop' will be coming into school on the following days:

Thursday 29th June between 10.15a.m.-3p.m.	Students who have prepaid for skirts using ParentPay are fitted for and issued with skirts. Parents are not required to attend. Payment on ParentPay must be made by noon on Wednesday 28th June 2017 please.
Thursday 29th June 3-6p.m.	For parents wishing to accompany students and for parents who have not pre-paid. Please note that Scholars do not accept cheques but do accept card or cash.
Wednesday 19th July 3-6p.m.	Parents and Students; payment on the day by card or cash. If you wish to pay in advance by ParentPay, payment must be made by noon on Tuesday 18th July 2017 please.

Paying by ParentPay

Once you have accessed ParentPay please follow the instructions on the screen (single or multiple purchases possible). There will be two payment items for you to choose from:

New Skirt smaller sizes	£26.50
New Skirt waist sizes 30" and above	£29.00

It is advisable that if you are unsure whether your daughter will require a smaller size skirt or one with a waist size 30" and above please pay for the £29.00 payment item. It will be much easier for the finance office to refund the overpayment back to your card than to ask for payment of the additional £2.50.

If you are unable to use ParentPay or cannot attend please contact the finance office, finance@st-edmunds.eu or Mrs Williams, the Assistant Business Manager, awilliams@st-edmunds.eu, who will arrange for a PayPoint barcode to be issued to you. This will enable you to visit any shop displaying the PayPoint symbol and pay by cash when presenting the barcode. The One Stop in Laverstock accepts PayPoint payments. Once you have made your PayPoint payment it will appear on the ParentPay system. Please note that St Edmund's School does not accept payment by cheque or cash.

Please don't hesitate to contact us if you have any questions about how to purchase skirts.

Yours faithfully

Mr B Burley
Assistant Headteacher

Headteacher: Sarah Busby

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