



# Backwell School

An Ofsted Outstanding School  
A National Teaching School

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Headteacher: Jon Nunes MA

May 2019

Dear Parents/Carers and Students

## Year 11 Leavers Signing Out Procedure

I am writing to provide details of the procedure for our Year 11 students to sign out, with effect from the week beginning Monday 3 June. Before they all leave on Friday 24 May, they will be issued with their Year 11 Clearance Forms.

- Year 11 students are responsible for returning all books and equipment to their subject teachers before they sign out and once they have finished their revision. A signature from all their subject teachers needs to be obtained, to confirm that this has taken place.
- Parents/Carers are being asked to check their ParentPay accounts, to determine if there are any outstanding debts that **must** be paid. If you have a credit balance, i.e., monies remaining on your ParentPay Dinner Money account, please complete the slip below and return it to the Finance Office.
- Year 11 students are required to visit the Finance Office with their Year 11 Clearance Forms from the week beginning Monday 3 June. If all outstanding monies have been paid, plus books and equipment returned to subject teachers, they will obtain a final signature from the Finance Office staff. This will complete the signing out process.


A reminder of the dates for the Year 11 Leavers signing out procedure:

Before Friday 24 May	Year 11 Clearance Forms issued to students by tutors
Week beginning Monday 3 June	Year 11 students sign out

**Provided that all of the above steps are completed, Year 11 students will be issued with their Year 11 Ball tickets, by the Finance Office staff when they sign out.**

Yours sincerely

Natalie Gumm  
Business Support Manager

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## Dinner Money Refund/Transfer

NAME OF STUDENT: \_\_\_\_\_ TUTOR GROUP: \_\_\_\_\_

- Transfer to sibling's Dinner Money account.

Sibling's name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

- Refund to my ParentPay account.

**PLEASE RETURN THIS SLIP TO THE FINANCE OFFICE. REFUNDS WILL BE PROCESSED AFTER MONDAY 1 JULY 2019.**