



**Teddington
School**

Teddington School, Broom Road,
Teddington, Middlesex TW11 9PJ

T 020 8943 0033

W www.teddingtonschool.org

E info@teddingtonschool.org

Head of School: Kathy Pacey NPQH

Executive Headteacher: John Wilkinson MA NPQH

14 June 2018

Dear Families

Outstanding Balances – Clearance Day Tuesday 19 June

As the examination period draws to a close I would like to congratulate your child on their efforts during the past few extremely stressful weeks and I look forward to celebrating their successes with them on Thursday 23 August as they collect their results.

As a school it is now time for us to ensure that all accounts are cleared and school books are returned. If your child has any outstanding textbooks and library books, these need to be returned to the relevant teachers by Tuesday 19 June. Any textbooks that are not returned will be charged to your son or daughter. Additionally if your child has any of their own books which they no longer require we would be extremely grateful for any donations to the school. All Year 11 students should attend school on Tuesday 19 June from 11.00am – 12:30pm for their Clearance Day

Students will also need to return their student identification card and both locker keys, or pay for non-return at £5.00 per key. Please can students bring cash on the day to clear any outstanding balances.

Parent Pay accounts are also currently being cleared. Any credits over £5.00 will automatically be refunded onto the credit or debit card with which the payment was paid; alternatively they will be transferred to a siblings account. Amounts under £5.00 can be collected in cash or donated towards the school prom funds. If an account has any arrears again students will need to bring cash into school to clear this balance before clearance will be granted.

Upon successful clearance of all accounts, those students who have paid and are attending the prom will be able to collect their ticket.

Yours faithfully

Ms Thornley
Head of Year 11