



**Teddington
School**

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*Head of School: Kathy Pacey NPQH
Executive Headteacher: John Wilkinson
MA NPQH*

13 June 2018

Dear Families

Outstanding Balances

Firstly, I hope that your son/daughter's exam season is going well. Once their exams are finished, the school needs to ensure that all accounts are cleared and that all school books are returned.

If your son/daughter has any outstanding textbooks, these need to be returned to the relevant teachers by Friday 22 June. Any textbooks that are not returned will unfortunately result in a charge being made.

Parent Pay accounts are also being cleared. Any outstanding amounts over £5 will automatically be refunded on to the credit/debit card with which the payment was made. Amounts under £5 can be collected in cash at the Graduation Ball or will be donated to this year's RAG week. If your balance is under £5 I would be grateful if you could let Ms Walsby know via email (hwalsby@teddingtonschool.org) which of the options would be preferred.

Yours faithfully

Ms Thomas
Head of Year 13