



# Wychbold First and Nursery School

Headteacher: Claire Howitt

School Road Wychbold Droitwich Spa Worcestershire WR9 7PU  
☎: 01527 861421 ☎: 01527 861107 ✉: [office@wychbold.worcs.sch.uk](mailto:office@wychbold.worcs.sch.uk)

Dear Parents / Carers,

We were informed about a month ago that as from 1<sup>st</sup> April Worcestershire County Council are changing the software that they use for the finance system. Mrs Strawbridge attended a meeting on Friday 3<sup>rd</sup> March at which more information was provided as to the changes and the requirements for completing the finances before the system changeover.

To enable a smooth transition we have been requested that all school finances are completed by 24<sup>th</sup> March 2017. This includes banking any monies, paying invoices etc.

To ensure that we are able to comply with this, I would ask that any outstanding invoices, payments for school trips etc. are made by Monday 20<sup>th</sup> March to enable Mrs Strawbridge time to process payments.

The new system will enable the school office to become cashless and this is our aim for the future. The current difficulties that some parents experience when trying to make payment via P4S will have been corrected and therefore there will be no need to pay cash at the office for any items (including water bottles).

For those parents who are invoiced for additional nursery sessions and wrap around care, invoices will be issued via Worcestershire County Council and payment will be made to the council rather than the school. Parents who currently pay for these services with childcare vouchers will still be able use their vouchers and instructions on how to do so will be provided with the invoice.

Due to the system not going live until 10<sup>th</sup> April, there will be a short delay in the Summer Term 1 invoices being issued.

We hope you will work with us to ensure a smooth transition and would appreciate your patience when contacting the office during this period of change.

Yours sincerely,

Claire Howitt  
Headteacher

