



Greswell Primary School and Nursery

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Website: www.greswellprimary.net

Headteacher: Mr J Cooper, **Deputy Head:** Mrs L Goodison

Assistant Head: Mrs D Whiteley

6th January 2025

Dear Parent/Carer,

Important notice re: change of bank account

I am writing to let you know that Greswell Primary School has new bank account details with immediate effect. Please see below what action you need to take (if any);

Parents/carers who pay via childcare vouchers

Please e-mail me with either a contact e-mail address for your voucher provider or a request for the new details to pass on to your voucher administrator (e.g. National Savings, Computershare, Edenred) so that we can ensure that they are aware of the change and can send funds to the correct place.

Student Finance payments

We have informed the Childcare Grant Payment Service of the change. You may, however, wish to drop them a line to confirm that this has been actioned before submitting your next grant payment request.

Parentpay users

If you make payments via Parentpay, these are ordinarily passed onto us on Fridays.

We have informed Parentpay of the change to our bank account and have asked them to forward all future Parental/Carer payments on to our new bank account moving forwards. Funds that have already reached our old account will be forwarded onto our new account.

As always, we would ask that you continue to utilise online payment methods where possible. Please contact the office if you are having any problems with Parentpay or require login credentials.

Third party arrears payments

If you are making payments to a third party debt collection company, we have also notified them of the change so that payments will be forwarded onto us accordingly.

Thank you for taking any necessary action. If you have any questions please do not hesitate to get in touch.

Yours faithfully,

Ms K Martin, School Business Manager.



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