



Castle School

Academy Road
Ashington, Northumberland NE63 9FZ
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Principal: Mrs S Wild

14 September 2020

Dear Parents

Cash Handling

In light of the current situation we are trying to limit the amount of cash received by the school as much as possible.

Whilst I am aware that moving to a cashless environment will not be totally possible we need to look at ways of reducing this wherever we can.

Could I please ask that lunch money is sent into school in a sealed envelope with the name of the child and the class teacher on the front of the envelope. The envelopes will be stored safely and securely and not opened for 72 hours to reduce the risk of spreading any virus.

Snack money should also be sent into school in a sealed and named envelope.

Can I please ask that lunch money is now paid weekly in advance and that the money is in school each Friday ready for the following week.

Thank you for your continued support.

Yours sincerely

Sara Wild

Principal



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