



Elveden Church of England Primary Academy

London Road, Elveden

Suffolk, IP24 3TN

Tel: 01842 890258

E mail: office@elvedenacademy.co.uk

Headteachers : Mrs L Rourke and Mrs A Grimes

Dear Parent/Carer,

As a school we have recently set up a new system where payment for trips/dinner/uniform for your child will be able to be made by direct bank payment. This will make payments much easier for parents/carers.

To make payment our sort code is 30-94-55 and account number 86903960 please ensure that you put one of the following codes followed by the child's first initial and surname in the reference box of your payment as otherwise we will not know who or what you are paying for.

Please ensure that you do use the numeric reference as well as child's name.

Catering- 01

Uniform- 02

Harry Potter 03

Eaton Vale- 04

Science Museum- 06

As an example if I were paying for John Smith to attend the Science Museum trip and also catering I would make two separate payments with the following references

01JSmith

06JSmith

Please be aware there will be a minimum payment of £11.50 for dinners when payment is made online.

If you require any help please do not hesitate to contact myself and I will be more than happy to answer any questions. We will still accept cheques and cash. We would like to encourage parents and carers to pay through this method as much as possible.

Thank you

Mrs Marano

Finance Officer

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