

23rd September 2016

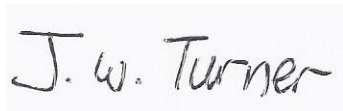
Dear parents and carers

As many of you are aware, we currently use Agora at Middlefield which is an online system that allows you to pay money for your children's trips, dinners and other activities. To help with efficiency, we will be moving towards making the majority of payments either through Agora or cheque.

From 10th October, we will only be accepting cash payments up to a maximum of £5, which will allow payments for one-off small sums, such as school dinners. Payments any larger than this amount will need to be made via Agora or cheque. The Agora minimum payment for school dinners has now reduced to £5.

Please make all cheques payable to Diamond Learning Partnership Trust. If you have any issues with setting up or using Agora, please talk to the office staff.

We thank you for your continued support,

A handwritten signature in black ink that reads "J. W. Turner". The signature is written in a cursive style with a horizontal line underlining the name.

Mr John Turner
Associate Head Of School
On Behalf of Middlefield Primary Academy (Part of TDLPT)