

Date: 1st February 2019

Dear Parents/Carers,

We are pleased to announce that the Diamond Learning Partnership Trust is moving to a new, much more efficient software platform called Arbor.

We plan to migrate all data from our current provider on the last day of term (Friday 15th February 2019).

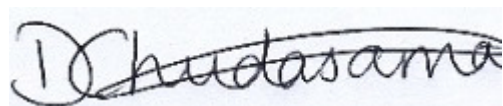
Whilst our preference is to achieve the transition without causing any disruption to your usual payment arrangements, we are writing to inform you that during the conversion period from **12 noon Friday 15th February to 9am Monday 4th March 2019**, our online (e.g. Agora or ParentPay) payment service will be suspended for the purpose of implementing the IT system upgrade.

During this period the school will accept cheque payments via the school office. You can also make online payments direct to our bank account (Sort code: 77-72-20, Account number: 26909360) Please ensure we can identify your payment.

We will send you details on how to access our new payment system as soon as these are available to us.

We apologise for any inconvenience that might be caused and thank you for your patience and understanding.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Chudasama', written over a light blue rectangular background.

Mrs Debbie Chudasama

Head of School

On behalf of Middlefield Primary Academy (part of TDLPT)