



23rd April 2024

Dear Parent / Carer and Students

Balances on Year 11 and 13 Squid accounts

You will be conscious, as we are, that for some students, their time at Vyners School is drawing to a close.

As part of the leaving process, we are anxious that any funds left in a student's cashless account are cleared, leaving as close to a zero balance as possible. The money in the account belongs to parents and students, not the school, and we are keen to get as much of it back to you as possible.

This letter explains what you need to do as parents/students, and what action will subsequently be taken by the school to clear down accounts.

Action required by all families

- Please cancel any auto top up on the account **NOW**. This will stop the account recrediting itself automatically. It will still be possible to make manual payments if students need more funds for the canteen. It will also be possible to make manual payment on the 'trips and other offers' purse - for prom tickets, year books, hoodies etc.
- Any balance left on the TRIPS purse at May half term should be transferred to the CATERING purse. This can be done for free by emailing customerservice@squidcard.com.
- Students are encouraged to try and run down their catering balances as far as possible, by continuing to make purchases during their final weeks with us. Canteen accounts remain active right the way through the public exams.

Year 13 students

- Any Year 13 student with a younger sibling at Vyners will automatically have any balance transferred to their brother / sister before the start of the new academic year. You don't not have to ask for this to happen, but please bear with us, as there are usually lots of transfers to do.

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Warren Road, Ickenham,
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Tel **01895 234342**

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www.vynersschool.org.uk

Mr Gary Mullings MEd
Headteacher



Vanguard Learning Trust

Registered in England and Wales Number 07796938

Registered address - Field End Junior School, Field End Road, Eastcote, Middlesex, HA4 9PQ

- For those without a younger sibling, parents should ask Squidcard to refund them any balance on the account. Guidance on how to do this is attached to the letter. Please make sure you do not request a balance withdrawal until after their final date of leaving.

Year 11 students

- For those students anticipating returning to the Vyners 6th Form next year, we propose taking no further action until after 6th form enrolment day in August. Any balance currently on your account will be waiting for you when you re-join us in the autumn.
- For students who intend leaving us, we will automatically transfer any balance to a younger sibling in the school. Should this not apply in your case, please follow the instructions given above and attached to request a balance withdrawal directly from Squidcard.

Postage of Exam certificates

GCSE and A level certificates are normally received by the school just before Christmas. These are important original documents which a future employer or educational provider may ask to see. It is very important therefore that students receive them.

For students still in school, distribution is very straightforward. For those that have left, certificates must either be collected in person, or can be posted out. Due to the importance of the documents, the school will always send them 'signed for' delivery. The cost of this is £3.50 and parents are asked to meet this cost if this is how they would prefer to receive these documents.

The offer to pay for postage is live on squid NOW. Please make payment if appropriate.

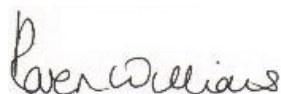
The school keeps original exam certificates for 5 years after the date of leaving, after which they are securely destroyed. Replacement certificates can be obtained from exam boards, but the cost is usually quite high – upto £50 per exam board. This cost would need to be met by families if certificates have not been collected.

Locker Keys

Year 13 students who have a student locker are asked to drop their key back in the 6th Form Study room before they go onto study leave. Year 11 students should empty their locker and remove their padlock (which is theirs to keep) in the week commencing 7th May. Students and parents are reminded that, as these lockers will be reissued, any personal belongings or padlocks left behind will be disposed of.

I wish all our student every success in their forthcoming public exams. If you have any queries in the meantime, please do not hesitate to contact me (kwilliams@vynersschool.org.uk).

Yours sincerely



Karen Williams
Business Manager

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Requesting a balance withdrawal

For 2023, Squidcard have introduced a new facility whereby parents can directly recommend a withdrawal of funds left on the system. This facility is available at no cost to parents, but is subject to certain conditions.

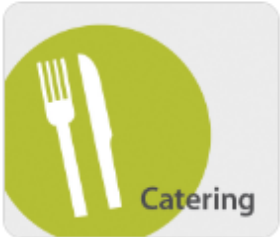
- The withdrawal can only be made against the CATERING purse. Any funds remaining in the TRIPS purse must therefore first be transferred here.
- The withdrawal is made to a bank card. For the refund to take place, a bank card must therefore be stored on the system, and this should be the same one used to make previous top ups.


To request a withdrawal, please log into your account, go to the child whose account you wish to withdraw funds from and click on the link at the bottom. Before requesting a withdrawal, please make sure no more transactions are needed on the account.


Catering purse


PURSE NUMBER : 633799005302076791 ⓘ

PURSE REFERENCE : 3QCY6W ⓘ

 <p>Catering</p>	<p>BALANCE:</p> <p>£24.24</p> <p>PENDING:</p> <p>£0.00 ⓘ</p>	<p>TOP UP:</p> <p>£ <input type="text" value="0.00"/></p> <p>Add to basket</p>
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 [View transactions for this purse](#)

 [Manage auto top up for this purse](#)

 [Request a balance withdrawal for this purse](#)

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