

29 November 2017

Dear Parent / Carer

I would like to inform you of a change to the opening hours of our Academy Shop. From Monday 4th December it will be opened during the following times:

Monday	08:00 – 09:00
Tuesday	08:00 – 09:00
Wednesday	08:00 – 09:00 and 15:00 – 16:00
Thursday	08:00 – 09:00
Friday	08:00 – 09:00

The academy is moving towards a fully cashless status which will mean all payments for school meals and trips will need to be done either online via ParentPay (www.parentpay.com) or via PayPoint cards which can be ordered / collected at the Academy Shop.

Please note, outside of the shop opening hours there will be no way of paying in cash for school meals or trips. Cash will not be accepted by reception staff, teachers or catering staff.

The shop between 09:00 – 12:00 will be answering telephone calls to enable all those that do not have online access to set up an account in order to make payments for school meals and trips. If you are unable to contact the shop by phone please email Onlineactivation@Folkestoneacademy.com

The change in shop hours is a temporary proposal due to staff absence and the focus on moving towards a cashless Academy.

If you have any questions please contact 01303 842410 or 01303 842440.

Yours faithfully



Andrew Milliken
Head of School