



King's Academy Ringmer

November 18, 2020

Dear Parent/Carer

Year 11 Prom 2020 and Locker Keys and refunds

I am writing to give you an update firstly on the Year 11 Prom refunds. All refunds have now been made via your ParentPay account

To get the money refunded from ParentPay when you have logged in to your account you just click on the Parent Account at the top of the page (I have copied below for reference) and then click on the withdraw tab at the bottom of the page, it will show you any funds that you can request back from ParentPay.



[Home](#) [Parent Account](#) [Communication](#) [Profile Settings](#) [Help](#)

Secondly, Locker key deposits for all ex Year 11 students who have returned their key to us have been made by cheque, so you should have received this by post.

Should your child still have a key please send it to the finance office at school with the slip below either by post or with another student at the school. If your child has lost their key please advise us and we will take the cost of £3 for the replacement key from the deposit

We will do a cheque for the refund of either £10.00 or £7.00 for the locker deposit; please can you complete the slip below and return it to us at your earliest convenience to allow us to arrange the refunds.

Should you have any queries, please contact ringmer.finance@kingsacademies.uk

Yours Faithfully

Mrs S. Williams
Principal

Please detach and return to the Finance Office with the locker key

Name of Student _____ Tutor Group _____

Locker key returned YES/NO Lost Locker key YES/NO

Name of Account cheque to be made payable to _____

Address

“in pursuit of excellence”

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