

The Vale Academy  
Wilbury Drive  
Dunstable  
Bedfordshire  
LU5 4QP

01582 211150

23<sup>rd</sup> January 2017

Dear Parent/Carer

Taking into account some of the concerns raised regarding the difficulty of making payments at specific times of the day, it has been decided to reinstate the Black Box. This will once again be situated in the lobby of the Early Years block.

We must make you aware that if you want to place payments and forms into the box we are unable to guarantee acceptance as we cannot issue a receipt, so you do so at your own risk.

Please do not give payments to teachers as they are not allowed to accept monies and we ask that you do not put any monies into the children's book bags as this too can get lost en route.

If you have any questions or further concerns, please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely,

Sharnie La Riviere  
**School Business Manager**

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