



The Sixth Form

Thursday, 10 September 2020

Dear Students and Parents,

Re. Deposits, Sixth Form Textbooks

We operate a deposit system in the Joint Sixth Form. At enrolment we will ask for a deposit. This system uses WisePay and will take a deposit of £70 from your bank account, which will be fully repayable back to parents. We are only able to distribute textbooks to students once the deposit has been received.

We ask for deposits from all students to cover the cost of replacing books. We operate a checking in and out policy regarding the issuing of books and it is a student's responsibility to adhere to this system.

Why ask for deposits?

In the past the school has lost books that are expensive to replace. In a small number of cases, books handed out to students are not returned.

What happens to the money?

Nothing! £70 will be withdrawn from your account and held by our accounts department, the deposit will be repaid in full in July 2021 when all books are returned to the school. If books are returned in good condition (we do allow for fair wear and tear) then no money will be deducted.

Does the deposit system work?

Yes. We have run a deposit system in the past, and fewer books went missing. Indeed, no cheques had to be cashed in our last year of running the system. The deposit system means we can safeguard resources for future students, and so have more money to spend on current students. The system has been successful and parents have understood the need for students to be held accountable.

If you don't have access to WisePay, we will ask for a cheque or written guarantee that you will be responsible for any monies owed at the end of your period of study should you fail to return books to the school.

Yours sincerely,

Adam Teasdale
Head of Sixth Form, Asst. Headteacher
The Sir John Colfox Academy

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To reduce the handling of paper, please complete the form below and return to

t.smith@colfox.dorset.sch.uk

Name of Student..... Tutor Group.....

I have paid the Sixth Form Book deposit of £70 on Wisepay.
If you have any queries regarding Wisepay please email the Finance
office finance@colfox.dorset.sch.uk or alternatively phone the school office on 01308 422291

Signed..... (Parent/Guardian) Date.....