



SS PHILIP & JAMES' CHURCH OF ENGLAND  
VOLUNTARY AIDED PRIMARY SCHOOL

Together we shine

8 September 2017

Dear Parents and Carers,

I am sure that many of you and your children already know me as the 'money lady' but I just wanted to introduce myself and tell you about my role in school.

I am a member of the school leadership team with responsibility for finance, personnel and health and safety and I manage the office and premises staff.

Please do not hesitate to contact me if you have any concerns regarding the building or grounds. My e-mail address is now [office@philandjim.org.uk](mailto:office@philandjim.org.uk).

I would like to take this opportunity to remind you we use Parentpay for all payments in school. School lunches should be paid for in advance and all other items as they become due. If you are having financial difficulty and are unable to pay, please contact me in confidence.

I am looking forward to working closely with Sarah Awuye and the whole school team over the coming academic year. We, (the Office and Premises team) look forward to meeting you over the coming weeks.

Kind regards,

Karen May  
Business Manager