



17TH June 2020

Dear Parents/Guardians,

Please find attached your School Fees Invoice for 2020/2021. The school fee for this year remains unchanged. Extras and sibling discounts where applicable appear on your invoice.

DIRECT DEBIT PAYMENT *** PLEASE NOTE CHANGES FOR 2020/2021 *******

We have decided, for this year only, to operate the Direct Debit option over **10 months** as opposed to the normal 8 months. Payments will be taken on the 2nd working day of each month commencing on 2nd September 2020 and ending on 2nd June 2021.

If you are not already doing so please consider paying by Direct Debit. There is no extra charge for paying by Direct Debit and the payment is spread over 10 months. A Direct Debit form is included in this email and also available in the school payments section on www.loretohighschool.com Completed forms should reach the Bursar before 24th July 2020.

If you were paying by direct debit last year there is no need to complete a new form unless you have changed bank account since April last.

The only other payment options available are outlined below:

Yearly:	Full amount payable by 11 th September 2020
Half Yearly:	50% by 11th September 2020 and 50% by 15 th January 2021
Monthly:	8 equal payments to be paid by 2 nd working day of each month commencing 2nd September 2020 and ending 6th April 2021. Payment to be made on school website, directly into our bank, by standing order or by phone.

Payment Methods

Online: Payment can be made by **Debit Card** on www.loretohighschool.com in the School Payment Section.

Bank Transfer: Payments can be made directly to our Bank. Our bank details are on your invoice and also our website. **Please quote your Loreto account reference on any transfer.**

By Phone: Please call the Bursar on 01 4933192 (Direct Line) and payment can be made by **debit** card.

Cash/Cheques: Directly to school. **(Please see attached note regarding Cash & Cheque payments)**

The school has an online payment facility. Even if you do not intend using the online system for fee payments we would ask that where possible you use it for other payments, school trips, extra study etc. To that end we would ask you to activate your account now by going to the School Payments section on the school website and click on "ACTIVATE ACCOUNT" This will ensure you will receive receipts by email for all payments made online or otherwise. *****(Incoming 1st Years can activate account from 15th July 2020)*****

If you have any queries please do not hesitate to contact me on 01 4933192 or bursar@loretohighschool.com

Yours Sincerely,

Francis Palmer
Bursar
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