

22nd January 2020

**Amended Payment Codes to School**

We wrote to all parents on the 8th July 2019 to inform them that they will no longer be able to use the online facility via Sunderland City Council to make payments to school. We write this letter to notify parents that we have four reference codes (1205, 1215, 5900 & 9055) that have been changed slightly.

Please take time to check below to ensure that you use the correct code for the correct payment type and we thank you for your assistance in making our new payment system a success. All other information remains the same as stated below.

As an alternative, parents can make payments directly into our bank using your online banking facilities. Parents who make regular payments to us may also use these details to set up a standing order via their bank. This facility is offered in addition to the usual payment methods of cash or debit card via the school office but we hope parents will find this an easier option. The account number to use for Dubmire is:

**Sort code: 307883 Account no: 12621468**

To help us identify the payments you send, it is important that you provide us with certain information. We are aware that online banking facilities only allow limited space to enter details and that the name of your bank account may be different to your child’s name. The very least we need is a reference to your child’s surname followed by one of the following 4-digit codes:

**NAME** **1305** (school meals)

**NAME** **1200** (trips/visits)

**NAME** **1205** (drums/guitar/violin/woodwind)

**NAME 1215** (lego/football/yoga/tag rugby/ICT/karate/performing arts/activity clubs)

**NAME 5900** (swimming)

**NAME** **9055** (breakfast club/after school club only/holiday club)

**NAME**  **9999** (multiple payments – **email required to school to ensure payments are allocated correctly**)

If your payment relates to more than 1 child or is to be split between different activities then please use code **NAME 9999** and it is very important that you provide details of the split by email to mail@dubmire.co.uk to ensure the payment is allocated correctly. If you need to provide more information about your payment then please send an email to mail@dubmire.co.uk again quoting your child’s name, any specific details relating to the payment and the amount you have paid.

Thank you.