



Southwick Community Primary School

Shakespeare Street, Southwick, Sunderland SR5 2JX

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Email: info@southwickprimary.co.uk

Head Teacher - Mr Christian Robson
Chair of Governors - Mrs Louise Kennedy

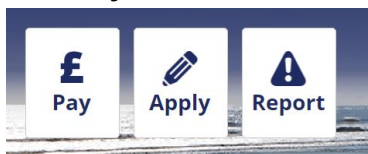


Dear Parents/Carers,

Just to inform you that there is a hassle free way to pay any money into school. Any dinner money or trip money can be paid directly via Sunderland City Council's website. It is a simple and safe way to transfer money. Please see the steps below.

1. Visit <https://www.sunderland.gov.uk/>

2. Click **Pay**

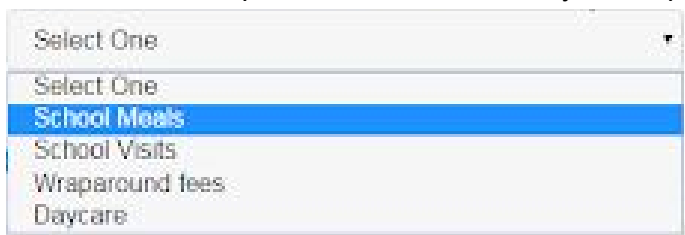


3. Click '**School meals and expenses**' (third option along)



4. From the drop down list choose **Southwick Primary School**

5. From the next drop down list choose what you are paying for e.g school meals, trips etc



6. Input your **child's name, class, address, telephone number, postcode** and the amount you need to pay and a message.

7. Click **continue**

8. Input your card details and follow the on screen prompts to complete your payment.

You will receive confirmation on screen that your payment has been made successfully. Please make a note of any reference numbers and keep these safe.

Many thanks for your support.

Mr Robson