

CRA/swh

6 February 2019

Dear Parent/Carer

### **Design and Technology Department**

Across Key Stage 3 your child will have the opportunity to learn all specialisms of the Design and Technology department which include food, textiles, resistant materials and graphics. Students will have the opportunity to take home all their finished products at the end of the academic year.

I write to remind you that to help us facilitate the purchasing of materials and ingredients, we ask for a one-off parent contribution of £25.00 for this Key Stage. This allows us to pre-order materials and ingredients in bulk, reducing the cost and lessening the burden of asking parents to buy and prepare any materials/ingredients at home to bring in. It also avoids any disappointment if pupils are unable, or forget, to bring in materials or ingredients.

Please be aware that Parent Pay is our only method of payment and this can be accessed by the academy website or [www.parentpay.com](http://www.parentpay.com). Please turn over to see further details and information on how to access Parent Pay.

Yours sincerely

*Claire Ramsden*

Miss C Ramsden  
Curriculum Leader of Design and Technology

## **PARENT PAY**

Please be aware that Parent Pay is our **only method of payment** and this can be accessed via the academy website or [www.parentpay.com](http://www.parentpay.com). All parents/carers should have a secure online account, activated using a unique username and password. If you have not already received this information, please contact the Finance Officer at the Academy, who will be able to provide logins. Once you have logged in, the payment item will show as DT Contributions 18/19. The full cost is **£25.00**. This price covers all ingredients and material costs. If your child is currently in receipt of Free School Meals (FSM) you are entitled to financial support with the cost of this. To access this support, please complete an FSM Enrichment Remuneration Request Form which is available to download from the FSM section of The Ruth Gorse Academy's website (<http://www.ruthgorse.leeds.sch.uk/supporting-achievement-fund> ). If you do not have access to the internet, please contact Student Services on 0113 253 1600 (option 3) to access support.

Contributions should be made by **28 February 2019**.

If your child is not currently in receipt of FSM, but you are experiencing financial hardship or your child is a "Looked After Child", it may be possible to access some financial support in respect of this cost. To be considered for this, please make an application to our Supporting Achievement Fund (SAF) by completing a SAF form which is available to download from the Academy's website (<http://www.ruthgorse.leeds.sch.uk/supporting-achievement-fund> ).