



# Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

02 June 2025

Dear Parent/Carer

## Year 11 Leavers Information

In preparation for your Year 11 child to leave Harrow Way at the end of their exams, there are a few housekeeping items we need to alert you to, which we would like resolved by **Friday 13th June** please.

### Finance

All outstanding debts for Lunch loans or Music lessons need to be repaid via Scopay.

Money on your Year 11 child's Cashless Catering or General Prepayment account should be used up where possible. Any monies remaining will be transferred to sibling accounts if possible. If not, amounts over £5 will be refunded to parents via BACS after the students leaving date. Amounts under £5 will be donated to charity. In previous years any funds below £5 have been donated to the charity associated with our annual Charity Walk.

If you have any queries regarding finance, please contact [finance@harrowway.hants.sch.uk](mailto:finance@harrowway.hants.sch.uk).

### Lockers

If your child has a locker, **the locker needs to be emptied** and the key returned and placed in the box next to **Student Reception**.

**If the key has been lost, £3.00 is payable via Scopay please.** Your child should see Mrs Thomas to access and empty the locker.

### Library Books

Your child will be emailed by Mrs Burningham if there are outstanding library books on their account, with amounts to pay if the book is not returned.

### Contact Details

Please keep your address and contact details up to date so that we can keep you and your child informed of Results Day arrangements and, later in the year, our KS4 Presentation Evening.

We would also be grateful if your child could please provide a contact email address (**not their school email address**) [HERE](#), which we can use to keep them informed. By providing their email we will assume you are giving permission for us to hold this information and use it to contact your child in the future.



We would be grateful if you could address any of the above areas that are relevant to you by **Friday 13th June 2025.**

Thank you for your support with this.

Yours faithfully

Mr A Whitworth  
**Acting Deputy Headteacher**