

Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



15 April 2021

Dear Parent/Guardian

School Fund Contribution: Direct Debit

Please can I extend my thanks to everyone who has contributed to School Fund this academic year.

Going forward to next academic year, if you have already completed and returned your direct debit mandate, payments will automatically resume each year in the Autumn term. The amount will be adjusted depending on the number of daughters attending school.

Please do not cancel your mandate (unless it is for another reason); **you do not have to do anything.**

A letter will be sent out to you at the start of the new school term explaining the new payment dates and the amount.

You have the right to cancel; please inform the School via the Finance Office if you wish to do so. If you have any questions, please contact the Finance Office.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'WE Thompson', is located below the 'Yours sincerely' text.

W E Thompson
Principal