



Barr Beacon School  
[www.barrbeaconschool.co.uk](http://www.barrbeaconschool.co.uk)

Our Ref: LD/JT/Year11 Prom

14th September 2020

Dear Parents

**Year 11 Prom 2020 Update**

Following on from the letter sent on 2<sup>nd</sup> September 2020 regarding the Year 11 Prom we regret to inform you, that due to the current restrictions, this event can no longer go ahead.

All money will be refunded in full (including the deposit) and will be paid on to the bank card the original payment was made from. If your card has now expired, or if you paid by cash or cheque you will be required to complete the attached BACS form. Please return your BACS form to [postbox@barrbeaconschool.co.uk](mailto:postbox@barrbeaconschool.co.uk)

I thank you for your understanding and support.

Yours sincerely

Ms L Draycott  
Headteacher



Barr Beacon School  
Old Hall Lane  
Aldridge  
Walsall  
WS9 0RF  
West Midlands



**MATRIX**  
ACADEMY  
TRUST

0121 366 6600



@barrbeaconsch



[postbox@barrbeaconschool.co.uk](mailto:postbox@barrbeaconschool.co.uk)



## MATRIX ACADEMY TRUST

### BACS PAYMENT REQUEST

**Name of Site:**

Primary

Barr Beacon School

Etone College

Bloxwich

**(Please circle)**

Bloxwich Secondary

Dame Elizabeth Cadbury

Evolve Teaching School

Barr Beacon SCITT

Matrix Head Office

**PAYEE:**

**BANK:**

**ACCOUNT NUMBER:**

**SORT CODE:**

**DETAILS OF PAYMENT (PLEASE COMPLETE IN FULL) AND PROVIDE NECESSARY EVIDENCE  
TO SUBSTANTIATE YOUR BACS PAYMENT REQUEST**

**DESCRIPTION**

**DATE PAYMENT REQUIRED BY \***

**AMOUNT £**

**PAYMENT REQUESTED BY**

**AUTHORISED - BUDGET HOLDER**

**FOR FINANCE DEPARTMENT USE ONLY**

<b>COST CENTRE/LEDGER CODE</b>	<b>NET AMOUNT</b>	<b>VAT</b>	<b>DATE PROCESSED</b>
<b>INFORMATION ATTACHED</b>	<b>CERTIFIED FOR PAYMENT</b>		

**\* PAYMENT TERMS ARE 30 DAYS FROM THE DATE FINANCE DEPARTMENT RECEIVE THE REQUEST HOWEVER THE  
FINANCE DEPARTMENT WILL ENDEAVOUR TO TRY AND MAKE PAYMENT FOR THE REQUEST AS SOON AS POSSIBLE**