

**Barrhead High School**

Head Teacher: Andrew H Sinclair M.A. (Hons) Dip Ed

Our Ref AS/ME  
Your Ref:  
Contact:  
Tel: 0141 577 2100  
Fax: 0141 577 2140  
Email: schoolmail@barrhead.e-renfrew.sch.uk  
Date: 8 October 2015



Barrhead High School  
Aurs Road  
BARRHEAD  
G78 2SJ

Dear Parent Carer

**Registration Procedures**

The registration system in Barrhead High School has recently been updated.

When a pupil is recorded as not in school, this is initially classed as "To Be Confirmed". If we do not receive a phone call or email at the time, or a letter on return, explaining the reason for the absence the code will automatically be changed to the Unauthorised Absence (or Truant) code. It is essential therefore that you do make contact, preferably on the morning, to explain the absence so the appropriate code can be applied.

Further to this, an absence is not automatically carried forward from one day to the next, unless you have been able to specify the length of absence in advance. We would, therefore, ask that when your child is absent from school that you call the school each day of the absence. If you know that your child will be absent for a set time, for example they will not be able to return to school that week, you may inform the office and a period of absence can then be entered.

We would very much appreciate your cooperation in this to ensure that accurate records may be maintained.

Yours faithfully

A handwritten signature in blue ink that reads 'A Sinclair'.

A Sinclair  
Head Teacher



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IN PEOPLE | Gold



Mhairi Shaw, Director of Education, East Renfrewshire Offices, 211 Main St, Barrhead, G78 1SY

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Dear Parent / Carer

### Online Payments

Many of you will be aware that a facility for making online payments for various activities / services in schools has been available for some time through Payments4Schools.

This provides many advantages in terms of security and efficiency, both for parents and the school. Although some parents have made regular use of the service, a significant number have still been choosing to send in payments by cheque or even cash. We have been advised by the auditors that these are no longer the appropriate methods for payments and we should be looking for all payments to be made cashless.

From this session therefore, we are asking all parents to make payments through the Payments4Schools facility. This will apply to payments for all school trips, money for Home Economics, items of uniform and many more. Money can also be added to the pupil's account for spending in the canteen.

Payments can be made by following the instructions below.

If you have any questions about payments, or if you have no access to the internet, please contact the School Office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Sinclair', written over a light blue horizontal line.

Andy Sinclair  
Head Teacher

#### Using Payment4School

- Access the Payment4Schools facility at <http://www.eastrenfrewshire.gov.uk/pay4schools> . (You can go directly to the site from the Quick Link on the school website.)
- Select the school first (note that you must click on the 'select' button after using each drop down menu).
- Select the item that you wish to pay.
- Enter the Pupil Reference - this is the pupil's SQA Candidate Number and is on the sticker on their Student Planner
- Complete the rest of the payment details.



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