



St Andrew's CE Infants' School

Winchelsea Road, Eastbourne, East Sussex BN22 7PP

Tel: (01323) 724749 Fax: (01323) 410309 Email: office@st-andrews-inf.e-sussex.sch.uk

Head Teacher: Mrs. C. Meakins Deputy Head Teacher: Mr. P. Crossinggum

Early Morning Club (EMC) and Owletts After School Club (ASC)

Making Direct Payments to the School Bank Account

If you wish to make direct payment to the School Bank Account for the out of hours School Clubs, please kindly ensure that the following information is sent to us **before** the payment is made.

1. The name of the child or children attending the Club.
2. Which Club the payment is for - EMC or ASC.
3. The period which the payment relates to (for example: week commencing 23/01/2017, for the month of January, 2017, or Term Number 3).

You can do this by either sending a letter or e-mail to: office@st-andrews-inf.e-sussex.sch.uk. (if you are sending an e-mail please name the Subject: ASC/EMC payments.)

The remittance advice from your account should also please include the name of the child/children, so that we can ensure the credit is linked correctly to the relevant Club etc.

The School Bank details are as follows:

Bank:	NatWest
Account Name:	St. Andrew's C.E. Infants' School
Account Number:	04297806
Sort Code:	60-13-09

If you have any questions, please do not hesitate to ask - thank you ☺