



FOREST SCHOOL

FROM THE BURSAR AND CLERK TO THE GOVERNORS
DIANE COOMBS

Notice to All Parents

December 2018

Dear Parents,

School Fees Fraud

We have become aware of an increasing number of instances where fraudsters are placing themselves in the middle of transactions between parents and schools. In most cases, the fraudster contacts parents informing them of changes to the school's bank account details or offering a discount for early payment of fees (again, to a fraudulent bank account). Contact is primarily made by email, but there have been instances where contact has been made by phone or text messaging.

We would like to remind parents that notifications regarding changes to Forest School's bank account details will **never** be made by email, phone or text message. We do not anticipate making any changes to our bank account in the near future; however, should there be a change, then you will be notified well in advance by a letter accompanying your fee bill.

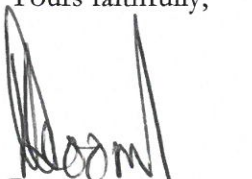
Our bank account details can be found on the enclosed fee bill. Should you receive an email, phone call or text message instructing you to pay money into a different bank account, then please do not act upon the instruction. We would ask that you report such incidents to the Assistant Accountant, Mrs Tracey Prior, on phone number 020 8520 1744, so that they can be investigated.

Payments from company bank accounts

We have noticed that some parents have made payments to the School from company bank accounts. Please note that the School is unable to accept payments from companies, towards payment of school fees and other charges relating to your child. Any payments received from a company will be returned and this may result in delays to payment of school fees or other charges. I would therefore ask that you please ensure that all payments are made from a personal bank account.

If you have any queries regarding payments, please contact Mrs Tracey Prior on 020 8520 1744.

Yours faithfully,



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