



**Horizon Community
College**

-
Dodworth Road
Barnsey
South Yorkshire
S70 6PD

27 June 2022

Sample Parent
23 Sample Street
Sample Town
Samplety
S4M PL3

Email:
info@horizoncc.co.uk
Phone: 01226704230
Website:
http://www.horizoncc.co.uk

Sample Student (Year 1, Samples)

FW: ParentMail - Balances

----- Original Message: -----

Dear Parent/Carer,

Thank you for your enquiries regarding outstanding balances on Year 11 ParentMail accounts. We will begin the refund process for these balances tomorrow (Tuesday 28th June 2022), with the remaining balance on the account being refunded to the bank account/card that is stored on the ParentMail system. If there is any issues with the refund process, the Finance department will contact you regarding this.

If you would prefer any outstanding balance to be transferred to a younger sibling account, then please e-mail HorizonFinance@horizoncc.co.uk with the names of the students and form group it is being transferred from and to.

If a student is in debit on their ParentMail account, parents/carers will be contacted to ask them to settle the outstanding balance.

Kind Regards

Mr Plant

Assistant Principal – Head of School Year11

Horizon Community College