



6th November 2025

Dear Parent/Carer

Re: Audit of Parent/Carer Income

We are currently conducting a financial audit and require proof of income from families who pay for their child(ren)'s place at Sebright Children's Centre.

Please provide the requested documents **no later than Monday, 15th December 2025**. This will allow our finance department to review your fee band and make any necessary adjustments. Failure to provide proof of income by the deadline may result in your fees being placed on the highest band (Band 3).

What We Need

1. If you are employed (PAYE):

- Most recent **3 months' salary slips**
(If you have a joint household income, please provide proof for both parents/carers.)
- **2024–2025 P60** (if available)
- **2023–2024 P60**

2. If you are self-employed:

Registered for online HMRC services:

Please provide **SA302 tax calculation documents**, which show your total income received.

- Guidance: Annual Tax Summary
- SA302 info: SA302 Tax Calculation

Not registered for online HMRC services:

You will need to register for HMRC's free online service to provide the required evidence:
Register for Personal Tax Account



Executive Head Teacher: Robin Warren

Head of Centre: Suzanne Carmichael



How to Submit

You can:

- **Bring your documents to the Centre** (we will copy them for our records), or
- **Email them to:**
 - mbotchway@blossom.hackney.sch.uk
 - jkeating@blossom.hackney.sch.uk

All information provided will be treated as confidential and in accordance with the Data Protection Act.

If you have any questions or concerns, please do not hesitate to contact me.

Yours

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Cc:

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