

Newsletter 10th November 2023

Dear parents and carers

I wanted to give you an update about our new website, which we hope will be launched by the end of this term.

We are currently designing the layout of the website, using the information from the parent/carer questionnaire that was sent out to inform our decisions, so thank you to everyone who contributed to this.

On Tuesday, we had a photo shoot where the photographer captured many aspects of life at Branfil, showing children learning, playing and exploring. The photos will be prominent on the website, showing what makes Branfil unique and special.

We look forward to seeing the final results in a few weeks' time.

Mrs Sansom, Headteacher



Celebrate reading at our Book Fair!

The Book Fair will be arriving in school soon, with hundreds of new children's books to browse and buy. Please join us on: Thursday 30th November 2023 at 3:15 - 4:15pm in the main hall.

There are over 200 titles for you and your child to choose from, and with prices starting from only £2.99, there's sure to be a book for everyone.

This will be a **cashless event**, so please remember to bring an electronic device to scan the QR codes to access the online payment page.



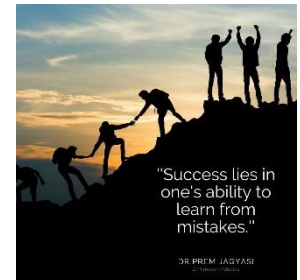
Don't forget that every book you buy can help to get **FREE BOOKS** for our school library!

Vision for 2021-2026

EVERYONE LEARNING TOGETHER

Branfil is a vibrant learning community where we nurture lifelong learners who embody our school values and make a positive contribution to the world.

Adults and children feel valued and love learning together. Everyone thrives and achieves personal success through being happy, safe and confident learners, who ask questions, take appropriate risks, learn from their mistakes and seek help when needed.



Our value this half term is **EXPLORE**. In our learning community, we are curious, we ask questions and we learn from our mistakes.

Children in Need

We are having a non-uniform day on Friday, 17th November in aid of Children in Need. Children are asked to wear something spotty and be SPOTacular. We are asking that children bring in a donation of £1 to take part.



Staff Update

Today we say goodbye to Mr Herbert, our site manager, after 21 years at Branfil. We thank him for so many years of service to the school – he has always been willing to work flexibly to support the school. We wish him all the best for the future.

Reception Diwali Dance Workshop

Reception had a wonderful time during their Diwali dance workshop on Monday. They were praised not only for their amazing dance skills but also for being the best group of Reception children that Jess had ever taught - they had lovely manners and fantastic listening. Well done Reception, we are very proud of you. We hope you show all of your new moves at home!



4 Rowan Pizza Express Visit

On Tuesday, 4 Rowan went to Pizza Express as part of their DT unit of food technology. They had a great time making Margherita pizzas with dough, tomato sauce and lots of cheese. Of course, the best bit was the tasting when they returned to school!



TTRS Competition - amazing prizes to be won!

There is a times tables competition available through TT Rock Stars. Please see information after the 'dates for your diary' section below.

Come on Team Branfil! 🎸



Times Table Rock Stars - Information for parents/carers

TT Rock Stars Parent/Carer Information

TTRS has lots of new resources for parents and carers:
trockstars.com/parents/



What's included?

- Importance of times tables
- TTRS intro video
- Parent guide PDF
- FAQs answered
- Free downloadables

Excellence in the Arts

Last week's winner was Amelia in 6 Hornbeam. She has been working hard at home on a sketchbook full of fantastic works of art including this amazing sketch of a dog. Amelia has used lots of effective shading to show the texture of the dog's fur and to make the eyes very realistic. Keep up the great art Amelia!



This week Reception have been learning all about Diwali and had a Diwali dance workshop to help us celebrate. Margot in Reception Acorns really impressed all the Reception staff with her concentration and determination to learn the moves and she then performed the dance with fantastic confidence! Well done Margot!

Year 6 Football Festival!

Both teams played so well On Thursday afternoon and were a credit to Branfil.



OPAL (Outdoor Play and Learning)



Thank you to everyone in our school community who has donated items for our OPAL (Outdoor Play and Learning) Project. The children have really embraced the areas and have made great use of the resources. However, we are still needing more scooters. If you have a scooter in good working condition that you would be able to donate to us for the children to use at lunchtimes, please bring it to the school office and say you are donating it for OPAL.



Also wanted, buckets and spades!

As our thoughts turn to Christmas, our OPAL playtime is still enjoying the fun of the sand at the Branfil Beach and we are in need of your buckets and spades that you no longer have use for. Please send them in to the office – thank you.



Forest School volunteers



We are looking for volunteers to help support us during our Forest School sessions. The support of volunteers from our school community is vital in helping us to provide this great experience for the children at Branfil. Volunteers can include parents, carers and extended family members. Please note that all volunteers will be required to have an up to date DBS check, which can be arranged via the school office if needed.

Responsibilities for volunteers at Forest School include helping to get resources ready for the session, supporting children with activities and helping to pack away at the end. The sessions are lots of fun and it is a great opportunity to spend some time in the great outdoors, it is worth noting that Forest School goes ahead whatever the weather!

We are looking for volunteers to support us with the following sessions:

- Tuesday afternoons from 1pm-3pm
- Wednesday mornings from 9:30am-11:30am
- Wednesday afternoons from 1pm-3pm

If you or a family member would like to volunteer please email Mrs Ferguson at forestschool@branfil.havering.sch.uk and let us know if you have a current DBS check or if you would like details about how to obtain one.

Contact with teachers

A reminder to parents/carers that they can contact their child's class teacher by using the following emails:

acorns@branfil.havering.sch.uk
conkers@branfil.havering.sch.uk
year1@branfil.havering.sch.uk
year2@branfil.havering.sch.uk
year3@branfil.havering.sch.uk
year4@branfil.havering.sch.uk
year5@branfil.havering.sch.uk
Year6@branfil.havering.sch.uk

Break-time Snacks and Drinks

Fresh water is available for use by the children throughout the day. No other drinks will be allowed in classrooms but children may bring a bottle or carton to drink with their lunch. These should be stored on their class lunch trolley at the beginning of the day.

In Reception, Year 1 and Year 2, children are provided with a piece of fruit or a vegetable each day during morning break, funded by the government.



In Years 3-6, children are allowed to bring in fruit or vegetables from home for break-time. These should be labelled and put in the class basket daily, not left in their packed lunch bag as this can cause disruption at playtime.



Please note, WE ARE A NUT FREE SCHOOL. We have pupils who have severe nut allergies which can be life threatening so no products containing nuts can be brought into school. Thank you for your cooperation.

Contacting the school

Please be aware that if you contact the teachers during the school day they cannot be expected to read and respond to your email since they will be teaching. The teachers may check their emails during their lunch break, however, this is not a school expectation and they will not always have time to reply.



If you are emailing anything to do with attendance, e.g. illness or appointments, this must be sent to attendance@branfil.havering.sch.uk.

If you are emailing regarding a different collection time or arrangement, only let the teachers know if you are able to inform them before 8am on the day. After this time, please email office@branfil.havering.sch.uk. Please note, if the person collecting your child is on the pickup list you do not need to inform the school since they will be released to anyone on this list.

Sharing concerns or making a complaint

We ask that you bring any matter of concern to the immediate attention of your child's class teacher, either in person at the end of the day as you pick your child up or through the year group email. All staff want to resolve any issues immediately so your child looks forward to being in school – please give them the chance to do that. Sharing negative issues on social media does not help your child and often makes a situation worse.

If you still do not feel that your concern has been resolved, the next step is to speak to your child's Year Leader – again, please make contact on the playground or through the year group email. Urgent issues can of course be raised by telephone alternatively.

Any issue that needs further support to resolve will be passed to a member of the leadership team and contact will be made, usually by telephone initially, often followed up by a meeting in person.

In the unlikely event that a resolution has not been found by this point, then we have a comprehensive Complaints Policy (available on the website), explaining what to do next.

Thank you in advance for your support in working in partnership for the benefit of your child.

Free School Meals/Pupil Premium

Although this year all children in Reception through to Year 6 do not have to pay for school dinners, if you are in receipt of benefits, you may be entitled to Pupil Premium. By registering for Free School Meals/Pupil Premium now, you may be entitled to register with Havering's School Meal Holiday Scheme, which provides £15 per child per holiday week, as well as receive help from school with things like uniform, school trips, etc. For further details or to apply please go to: <https://www.havering.gov.uk/freeschoolmeals>

Absent from School

Appointments should be made outside of school hours. If it is not possible to arrange a medical appointment, including doctors, dentist, opticians or hospital appointments, outside the school day, please send a copy of your appointment by text or email to: attendance@branfil.havering.sch.uk.

This is necessary in order for the absence to be authorised. Please email in advance of the appointment to ensure that the teacher is aware and your child/children are sent to the office ready for you to collect.

Please remember to contact the school when your child is absent on a daily basis. You can either email: attendance@branfil.havering.sch.uk or telephone the school on 01708 225186 and **press option 1 if you wish to leave a message.** Please leave your **child's name, class and reason for absence.** Please do not just say your child is unwell as we need to record a reason. If you wish to speak to a member of the office staff, please hold on the line and your call will be answered.

If your child has sickness or diarrhoea, they will need to remain off school for 48 hours after the symptoms have cleared.

Authorised and Unauthorised Leave

We strongly recommend that holidays are not taken during term time since these cannot be authorised. For any other planned absence, in the event that this cannot be avoided, a formal request should be submitted as soon as it is anticipated and, where possible, before the absence. A leave of absence request form **must** be completed, assessable from the school office or by emailing: attendance@branfil.havering.sch.uk. The headteacher may require evidence to support any request for leave of absence.

Only the school, within the context of the law, can approve absence, not parents or carers. The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances' (this does not include family holidays, weddings or birthdays).

The local authority can fine parents for the unauthorised absence of their child from the school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 with 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. [O:\Primary\Attendance\Authorised and Unauthorised Leave.pdf](#)

School start time

A reminder that the back and front gates are open between 8.35 am and 8.45 am for children to arrive in school.

Any children who arrive after this time will receive a late mark. The minutes late, and reason for lateness, have to be entered onto our registration system, and the office staff will also ask for your child's lunch requirement – this can all mean a delay (especially if parents/carers have not consulted the menu in advance).

Reminder – pick up times

Please can all parents and carers ensure that they enter the playground via the front or back gate at the correct times:

Reception – 3:10pm
Year 1, 2 and Year 3 – 3:15pm
Year 4, 5 and 6 – 3:20pm



These staggered times help to ensure that the children leave school safely at the end of the day. Please remember to enter the playground at the designated time, line up in front of the correct class and once you have collected your child leave promptly. If you have more than one child to collect, please wait at the back of the playground until the next time slot. Managing the exit of all our pupils safely requires careful planning and organisation. By adhering to the times you are supporting us to maintain safe routines. Thank you.

Winners of the Refuge Poetry Competition



Congratulations to Charlie from 5 Alder and Amrita from 5 Aspen for winning the Refuge Poetry Competition. It was so hard to pick a winner, we had to enlist Mrs Gunthorpe to help us choose! Thank you to all those who entered, we thoroughly enjoyed reading your heart felt poems. Please find them attached near the back of the newsletter.

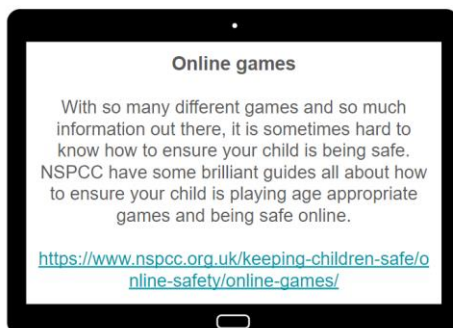
Information, Resources and Support For Families

Social security benefits: families should be aware of the wide range of social security benefits that they may be entitled to, from Child Benefit and Disability Living Allowance, to the Parents' Learning Allowance. Where an application for benefit is refused, applicants have the legal right to appeal to the independent Social Security and Child Support Tribunal. The Free Representation Unit (FRU) is a charity with pro-bono lawyers who help applicants and represent them at tribunal appeal hearings.

www.gov.uk/browse/benefits/families

www.thefru.org.uk

Internet Safety



X / Twitter

Please follow us @BranfilPrimary to see life at Branfil.



UK Schools Music Festival 2023-2024

The UK Schools Music Festival is a celebration of musical excellence and a platform for students across the United Kingdom to showcase their extraordinary musical talents. It is an event designed to promote music education and inspire young musicians. With a diverse range of solo and ensemble categories, we offer a unique opportunity for students to share their musical abilities and gain valuable performance experience. They are extending an invitation to our talented students to be part of the inaugural UK Schools Music Festival 2023-2024.

Key Highlights:

Diverse Categories: Our competition encompasses a wide range of musical genres and styles, ensuring there is a place for every musical talent.

Professional Evaluation: Performances will be reviewed and critiqued by professional musicians and music educators in the UK, providing valuable feedback for growth.

Online and In-Person Events: This year, they are hosting an online competition, followed by an in-person event in the upcoming school year, allowing for both convenience and the thrill of live performance.

Community: Join the inclusive and supportive musical community, where students, teachers, and music enthusiasts can connect, collaborate, and celebrate their musical achievements.

Personal Growth: Each participant will receive a detailed marks and commentary sheet to aid in personal development and musical progress.

How to Participate:

To find more information, please visit the official website at www.ukschoolsmusicfestival.com. Alternatively, you can contact info@ukschoolsmusicfestival.com with any questions or inquiries you may have.

Weekly Attendance Awards!

Weekly Attendance Awards!

30.10.2023 – 03.11.2023

The following classes won the Attendance Superstar Certificate for excellent attendance of over 97%:



1 Pine and 6 Acacia.



A special 'well done' to 6 Acacia for 100% attendance.

06.11.2023 – 10.11.2023

The following classes won the Attendance Superstar Certificate for excellent attendance of over 97%:



2 Holly, 3 Hazel, 4 Larch, 4 Rowan, 5 Hawthorn and 6 Acacia.



A special 'well done' to 2 Holly for 100% attendance.

Pupil of the week

Pupil of the week

3th November 2023



Pupil of the Week



Alice - Acorns
Lyla - Conkers
Kaci - 1 Pine
Olivia - 1 Lime
Rose - 1 Willow
Ariana - 2 Cedar
JJ - 2 Beech
Ronnie - 2 Holly
Brody - 3 Hazel
Skye - 3 Oak
Brodie - 3 Maple
Draya - 4 Birch
Andrei - 4 Rowan
Alfie - 4 Larch
Oliver - 5 Alder
Rajan - 5 Aspen
Asia - 5 Hawthorn
Lennard - 6 Hornbeam
Samuel - 6 Acacia
Henry - 6 Chestnut

10th November 2023



Pupil of the Week



Rosie - Acorns
Arjun - Conkers
Eddie - 1 Pine
Haider - 1 Lime
Charlie - 1 Willow
Louie - 2 Cedar
Hunter - 2 Beech
Isla - 2 Holly
Faye - 3 Hazel
Penny - 3 Oak
Donkarlas - 3 Maple
Tegan - 4 Birch
Bobby - 4 Rowan
Olivia - 4 Larch
Max - 5 Alder
Amrita - 5 Aspen
Antonia - 5 Hawthorn
Florrie - 6 Hornbeam
Isaac - 6 Acacia
Tilly - 6 Chestnut

DATES FOR YOUR DIARY	
Monday, 13 th – Friday 17 th November 2023	Anti-Bullying Week
Tuesday, 14 th November 2023	Odd Sock Day for Anti Bullying Week
Thursday, 16 th November 2023	Year 4 Times Tables Workshop
Friday, 17 th November 2023	Children in Need – wear something spotty and be SPOTacular
Saturday, 25 th November 2023	Friends of Branfil Christmas Bazaar
Thursday, 30 th November 2023	Book Fair - 3:15 - 4:15pm in the main hall.
Friday, 1 st December 2023	INSET day
Thursday, 7 th December 2023	Friends of Branfil Children's Xmas Sale
Monday, 11 th December 2023	3 Hazel Xmas performance for parents/carers
Monday, 11 th December 2023	Flu Vaccinations - session 2
Tuesday, 12 th December 2023	Reception Christmas Songs – 9:10-9:25am and 2:30-2:45pm
Wednesday, 13 th December 2023	KS1 Lead Learner Assembly (by invitation only)
Wednesday, 13 th December 2023	3 Oak Xmas performance for parents/carers
Thursday, 14 th December 2023	KS2 Lead Learner Assembly (by invitation only)
Thursday, 14 th December 2023	3 Maple Xmas performance for parents/carers
Friday, 15 th December 2023	Branfil Choir singing outside Roomes Stores
Friday, 15 th December 2023	Year 5 Parent Event – Sewing (D&T)
Monday, 18 th December 2023	Branfil Choir singing in the playground as children enter school
Tuesday, 19 th December 2023	Branfil Choir singing in the playground as children enter school
Tuesday, 19 th December 2023	Children's Christmas dinner
Tuesday, 19 th December 2023	Class Christmas parties
Wednesday, 20 th December 2023 – Wednesday, 3 rd January 2024	Christmas Break
Thursday, 4 th January 2024	INSET day
Friday, 5 th January 2024	INSET day
Monday, 19 th February – Friday, 23 rd February 2024	February Half Term
Friday, 29 th March – Friday, 12 th April 2024	Easter Break
Monday, 13 th May – Thursday, 16 th May 2024	Year 6 SAT's week
Monday, 20 th May – Friday, 24 th May 2024	Year 6 Residential to Gillwell Park Activity Centre
Monday, 27 th May – Friday, 31 st May 2024	Spring Half Term
Wednesday, 24 th July 2024	Break up for the summer break

Happy Birthday!

Emmy, Henley, Isabelle, Poppy, Olivia,
 Charlotte, Edward and Bella-Rose.



Markus, Coraline, David, Emanuel, William, Elizabeth,



HOW DOES IT WORK?

Learners will try to answer as many multiplication and division questions correctly as they can. The winning school and class will be based on the highest average number of correct answers per pupil.

RULES:

1. Every correct answer that a student gives, in any game type, between the hours of 7:30am GMT to 7:30pm GMT each day will contribute to their class and school score.
2. There is a 60-minute limit playtime per player, per day.
3. Each class has a minimum player count of 10. If fewer than 10 in the class play in the competition, their total will be divided by 10 regardless.



AMAZON VOUCHERS

Top 3 Primary age and Secondary age classes (average number of correct answers per player) will receive:

- 1ST PLACE: £100 AMAZON GIFT CARD
- 2ND PLACE: £75 AMAZON GIFT CARD
- 3RD PLACE: £50 AMAZON GIFT CARD



CUSTOM CERTIFICATES

- TOP 3 SCHOOLS
- TOP 3 CLASSES IN YOUR SCHOOL
- TOP 3 PUPILS IN YOUR CLASS AND SCHOOL
- TOP 3 PUPILS OVERALL



Thank you to all those parents, carers or grandparents who volunteered last year. Your support was really appreciated by our children and our staff.

We would love to welcome back our previous volunteers and welcome some new ones to our school community. If you are able to volunteer at Branfil, please e-mail the office (office@branfil.havering.sch.uk) with the following details:

- Your full name
- Your children's/ grandchildren's names (this helps us not to place you in the year group your children are in)
- Your availability and ideal days and times you would be willing to volunteer
- Any preference on what you would like to volunteer your time to do (e.g. hearing readers, supporting in the library)

I will then be in touch to complete your volunteer induction and finalise arrangements.

Mrs Metcalfe

SENCo and Assistant Headteacher



Winner of the Refuge Poetry Competition

By Charlie in 5 Alder

My journey to school

The time was here the sadness and fear
Down it came a single tear
I walked like I don't belong
Missing family all day long

The loud noises creeping up to my ear
I don't feel safe get me out of here
What will happen next? What will they do?
I had no clue

Walking alone, will someone notice me
I'm invisible, I'm a ghost I wish you could see
The worried and unhappy Charlie

Then one day it all changed
Through the doors of Branfil I came
The children wanted to be my friend
They just let me blend

They make me laugh and smile through the day
They always listen to what I have to say

I like it here its warm and safe

I like it here it's a place to embrace

I like it here doesn't matter who you are and I know mum
isn't far.

Charlie





Winner of the Refuge Poetry Competition

By Amrita in 5 Aspen

My Grandad's Journeys

My caring, loving family,
My adventurous, kind-hearted friends,
My precious, memory filled home,
My beloved, harvest ready crops,

Hard work and dedication.
Be kind and help others.
Stay strong and be brave.
Stay humble and never give up.

An astonishing, amazing job,
A cozy, heart-warming home,
So many new, helpful friends,
A growing, cherished family,

Running through lush, green fields,
Munching fresh, delicious curries,
Meandering through the village alleyways
with friends,
Sleeping under beautiful, bright stars,



Friends of Branfil news: November 2023

Your newsletter about our PTA!

Website: <https://www.pta-events.co.uk/friendsofbranfil/>

Facebook: <https://www.facebook.com/BranfilPrimarySchoolPTA/>

Highlights:

We are preparing for our big Christmas Bazaar and would love your help with the following:

Donations:

- Friday 10th & Monday 13th November - Christmas Luxury Hamper items:
 - Wine, chocolate, gift-sets, pamper items, games, stocking fillers etc
- Friday 17th & Monday 20th November - New/Nearly New Toys:
 - Toys to win on the tombola

For obvious reasons, it's best donations aren't sent into school with the children. There will be an area near the entrance gates /behind the scooter sheds in the playground at Drop off and Pick up times on each day. After this, please drop your contributions to the school office.

Helpers for Stalls:

Please have a look at our open slots and stalls we are running this year. To sign up, click on the stall name and time slot you would like to sign up to and follow through the steps shown on screen here:

<https://www.pta-events.co.uk/friendsofbranfil/index.cfm?event=event&eventId=71363>

Upcoming Events

- Christmas Bazaar - Saturday 25th November, 12pm - 3pm
- Children's Christmas Present sale - Thursday 7th December

Products available:

Available to buy on our website now:

- Branfil Water Bottle
- Pre-Loved Uniform
- Adventure Island wristbands continue to be available online for collection from Pin Ups Salon, Gidea Park or school office on request.



Branfil
Primary School

Headteacher: Mrs N Sansom

Cedar Avenue, Upminster, Essex. RM14 2LW
Phone: 01708 225186 Web: www.branfil.com Email: office@branfil.havering.sch.uk

mind
Havering, Barking
and Dagenham

HAVERING CHRISTMAS LAND

**A MAGICAL CHRISTMAS LIGHTS
TRAIL FOR ALL THE FAMILY**

29TH NOV TILL 1ST JAN | **HARROW
LODGE PARK
RM11 1JU**

4.30PM TILL 8.30PM

ENTRY IS £4.50PP INTO THE XMAS WALK
AND £7 PER CHILD FOR SANTAS GROTTTO
WITH A FREE GIFT FOR EACH CHILD

FOOD MULLED WINE & BEER PHOTO OPS

Book your tickets today!
Visit www.haveringmind.org.uk

Registered Charity No: 1108470

HMS Havering Music School

- Learn with Havering Music School's dedicated team of specialist teachers
- From primary school age onwards
- Personalised tuition tailored to individual needs and aspirations

MUSIC TUITION

musicschool@havering.gov.uk

<p>BRONZE £33.67 per month 20 minute lesson for group of two</p>	<p>SILVER £56 per month 15 minute individual lesson</p>	<p>GOLD £89.50 per month 30 minute individual lesson</p>
<p>ALL LESSONS INCLUDE ADDITIONAL SUPPORT AND RESOURCES</p>		

www.haveringmusicschool.org.uk



How to apply...

Havering Music School – Instrumental tuition request
Please complete one form per child, USING BLACK INK AND BLOCK CAPITALS.

Your child's details:

Name: Date of Birth:/...../..... M/F

I wish to apply for a place
at my child's school: (name of school)

I wish to apply for a place at the Weekday or Saturday Music Centre (tick box here)

School Year:

Please decide which instrument(s) your child would like to learn,
then enter the name(s) of the instrument(s) below

1st choice instrument

2nd choice instrument (optional)

3rd choice instrument (optional)

Current Level: BEGINNER GRADE

Now please decide which package you would like for your child -

BRONZE £33.67 per month <input type="checkbox"/>	SILVER £56 per month <input type="checkbox"/>	GOLD £89.50 per month <input type="checkbox"/>	<input type="checkbox"/> Single ensemble £16.50 per month
			<input type="checkbox"/> Unlimited ensemble £30.40 per month

Not available at Centre

Your contact details:

Mr/Mrs/Ms/Dr:

Name:

Telephone:

Email:

Address:

Postcode:

Please send the completed form to: Havering Music School, The Walk, Hornchurch, RM11 3TL

The Council holds personal information about its customers and clients and Havering's residents. All the information about you that we hold is protected under the Data Protection Act 1998. The Act refers to users of personal information as 'Data Controllers' (such as the Council) who must work within the requirements of the Act when receiving and using information about you.

Direct Debit Instruction

Please find below an instruction to request payment by Direct Debits.
The total amount of your instrumental lessons will be collected monthly.
Please complete the form fully and return it to us by detaching this form,
folding and sealing it, and posting back to us.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the London Borough of Havering will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request the London Borough of Havering to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the London Borough of Havering or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Bank Society.
- If you receive a refund you are not entitled to, you must pay it back when The London Borough of Havering asks you to.
- You can cancel your Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be requested. Please also notify us.

Instruction to your Bank or Building Society to pay direct debits

Please pay the London Borough of Havering Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with the London Borough of Havering and, if so, details will be passed electronically to my Bank/Building Society.



Full postal address of your Bank/Building Society

To: The Manager.....
Address.....
Postcode.....

Name(s) of the Account Holder(s)
.....

Account Number
.....

Branch Sort Code
.....

Originator's Identification Number

9 5 4 2 7 8

Originator's Account Number
.....

Signature(s)
.....

This section is not part of the instruction to your Bank/Building Society. **LBH use only**

Customer name
Address

Date
Actioned by
FWD to Bank