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Headteacher: Mrs Helen Calpin  
13 July 2017

Dear Parent/Carer,

From September we are amending the way we organise the bookings and payments for Before and After School Club. This should hopefully make invoicing simpler for both you as parents and the office staff and provide greater flexibility in the service we offer.

Following our survey of parents, and a review with the Governing Body, Before School Club will now run from **7.45am** and will provide a light breakfast of toast, fruit and a drink.

Charges for Before School Club will be £3.75 for pre-booked sessions, £4.50 for ad hoc sessions (less than 48 hours' notice).

Charges for After School Club will be £7.50 for pre-booked sessions, £8.25 for ad hoc sessions (less than 48 hours' notice).

Prior to the month we will send out a booking form for you to identify the sessions you wish to take. These will be sent out via your child, and can also be obtained from the office or printed from the school website. These will act as our agreement with you and replace any previous contract. Please find attached a form to sign and return to acknowledge your agreement.

During the month parents will still be able to book extra sessions but those with less than 48 hours' notice will be at a slightly increased fee (as above). Cancellations with less than 48 hours' notice will be charged as a session taken.

We will no longer require pre-payment. Instead, at the end of the month an invoice will be sent out to parents for the sessions taken.

As a result of the above, we will, however, issue fewer reminders.

- Payments which are not made within 7 days of the invoice will incur a £10 charge.
- A reminder letter/phone call will be sent after the 7<sup>th</sup> day from the due date.
- If, in the unlikely event, payment is still not made by the 14<sup>th</sup> day children will be unable to take up any further sessions until payment is settled.
- Any unpaid bills by the end of that month will be forwarded to Corporate Billings

A booking form is attached. Should your child require any sessions in the club during September, please complete and return this to the school office by **Tuesday 18<sup>th</sup> July** at the latest.

Yours faithfully

Mrs Calpin  
Headteacher

