

November 2017

Tel: 020 8804 4126

Dear Parent/Carer

Re: Wrap-around care - Charges

We would like to inform you that from January 2018 we will be making changes to our breakfast club and after school care provision to help our families avoid getting into arrears with their payments.

We understand how challenging it can be keeping on top of paying for wrap-around care under the current payment arrangements and hope that the change will ensure all families are able to keep their places.

How to pay in the future

Moving forward, we will now be requesting **half-termly fees in advance**. Unfortunately, if you have not paid for sessions in advance, then your child will not be able to attend the breakfast club or after school care that you have booked.

Our charges remain extremely competitive with other schools and lower than most external providers. The school attempts to break even. We will always aim to keep our charges as low as possible.

Term dates and payments

Please see table below the termly dates and when payment will now be due:

Half Term	Payment Due By:
Spring 1 (3 Jan - 9 Feb)	22-Dec-17
Spring 2 (19 Feb - 28 March)	12-Feb-18
Summer 1 (16 April - 25 May)	09-Apr-18
Summer 2 (5 June - 19 July)	25-May-18

The total due each half term will be calculated based on your selection.

There are no price increases.

Breakfast Club Price Per Day:	£2
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After School Club	
Number of days in week	Price
5	£30
4	£25
3	£20
2	£14
1	£8



Collecting your child on time

As outlined in our existing policy for wrap-around care, can I gently remind parents that should you collect your child after the closing time for the session, then you may face a fine of £20 per child. Unfortunately, we have had an increasing number of incidents of parents arriving late, sometimes very late, which increases our costs as we have to ask staff to stay later.

Returning completed forms

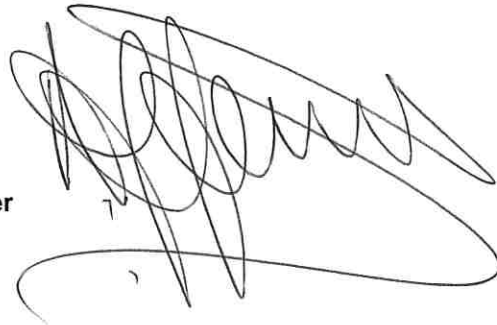
Our wrap-around care remains very popular. Places continue to be limited because of the demand and will be allocated on a 'first come, first served' basis. Please ensure you return your form as soon as possible to secure your child's place. You will also need to sign a new contract, which reflects the changes we are making to paying for wrap-around care.

Please note: we will require families to complete the attached form every half term in order to set up the correct payment. You will only be required to sign the rest of the forms, including the new contract, annually thereafter.

Should you have any queries please do not hesitate to contact the school office in the first instance. I am also always happy to help, as are the other members of the senior leadership team.

Yours sincerely

Alan Jenner
Interim Headteacher

A handwritten signature in black ink, appearing to read 'Alan Jenner', with a large, sweeping flourish underneath.

Child's Name	
Child's Class	

Breakfast Club Booking Form - Autumn 2

Please mark an **X** for each day you would like to enrol your child to the breakfast club.

NOTE: You must have the same pattern each week.

NOVEMBER 2017

M	T	W	Th	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

DECEMBER 2017

M	T	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

After School Care Booking Form - Autumn 2

Please mark an **X** for each day you would like to enrol your child to the breakfast club:

NOTE: You must have the same pattern each week as we do not provide an ad-hoc service.

NOVEMBER 2017

M	T	W	Th	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

DECEMBER 2017

M	T	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

I can confirm that I have selected all of the sessions that I would like to enrol my child on above.

I can confirm that I have read the contract and returned a signed copy.

I understand that I will be responsible for paying the fees for the entire half-term in advance as per the following schedule.

Half Term

Spring 1 (3 Jan - 9 Feb)
 Spring 2 (19 Feb - 28 March)
 Summer 1 (16 April - 25 May)
 Summer 2 (5 June - 19 July)

Payment Due By:

22-Dec-17
12-Feb-18
09-Apr-18
25-May-18

Name of Parent/Carer:.....Signature:.....Date:.....

