

Newchurch Community Primary School  
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Headteacher: Mrs J Narraway

9 July 2020

Dear Parents / Carers,

Newchurch Robins can confirm that we are hoping to be fully operational from the start of the new Autumn term on Wednesday 2<sup>nd</sup> September. We are looking forward to welcoming back our lovely Robins with plans in place to ensure that everyone is as safe as possible at our club. We will be following the same plans and risk assessments that are in place at school and can confidently assure parents that we will have robust risk management and high levels of hygiene in place.

We understand that in the current climate, things may have changed for individual families; more parents may be working from home and things are generally different for everyone. We will work with you to understand your childcare requirements and individual circumstances for Autumn 2020 and beyond. We understand that this has not been an easy time for everyone and to ensure the ongoing success and viability of our club we must draw your attention to some key change in our booking conditions.

Our operational hours will now be 8am to 5.30pm to support the transition of our children back into school and the ongoing wellbeing of our children and staff. Our club will now open at 8am and will close at 5.30pm.

To enable us to operationally plan activities and staffing, we are asking all families to book their places for the full term in advance via the following google form which we will also be sending out via text message and email:

<https://forms.gle/Emk4vfC6pohCqhM26>

You will be charged for booked sessions regardless of whether your child attends as staffing will have been organised based on the bookings taken. Your fees will be paid via parentpay and sessions will be debited on the day that your child attends. This is an automated pre-programmed system and fees will be automatically charged according to your booked session pattern which you will choose via the google booking form. The benefit of ParentPay is that it provides a real time up to date picture of your charges.

**After carefully monitoring the payments made by parents, we have found the need to put some measures in place to prevent families going into arrears on their account. This is to prevent families from going into too much debt which they then find difficult to repay. Therefore, from September 2020, we expect your Newchurch Robins Parent Pay account to remain in credit at all times. We cannot accommodate a debit balance as it impacts on our school budget. If you do not keep your account in credit, unfortunately, you will lose your childcare place until your debt has been cleared.**



LOTTERY FUNDED



We will continue to accept childcare vouchers and we have accounts in place with the following providers: Edenred, Fideliti, Care-4.co.uk, Computershare, Busy Bees, Kiddivouchers and Sodexo. Our Ofsted number for account purposes is: 111189.

If you find yourself in financial difficulty or your circumstances have changed, please do not hesitate to contact us as we may be able to help support you through this.

**To help us to plan our staffing and provision, we need all booking forms back by Monday 13<sup>th</sup> July. We cannot accommodate Newchurch Robins place after this date.**

Our School Business Manager will contact you via telephone week commencing 13<sup>th</sup> July to check your booking arrangements and confirm places.

With kindest regards,

Mrs J Narraway

Head Teacher



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Warrington Inclusion Hub  
**Committed to Inclusion**  
2018-19

