



Building each other up –
with God as our firm foundation

St. Paul's Church of England (A) Primary School

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12th September 2024

Dear Parents,

I am writing to notify you of some changes that have been introduced to our before and after school care provision this term.

We have found we have an increasing number of children are attending club without making a booking. This makes it difficult to ensure that we have the correct staffing in place and has also resulted in outstanding payments being owed to school.

Therefore, we are introducing graduated payments for last minute bookings.

From now on, **bookings via the app will be closed at 3.15pm** on the day before the session. The cost of booking via the app will remain the same –

Breakfast club - £4.00
After School Club – 3.15pm – 4.15pm - £4.00
3.15pm – 5.15pm - £8.00
3.15pm – 5.45pm-£10.00

If parents unexpectedly require childcare on the day (we understand that sometimes plans change or something unexpected 'crops up!'), they will need to call the office and book their child onto club. Office staff will add the booking onto the app manually.

These on the day bookings will be charged as follows –
3.15pm – 4.15pm - £5.00
3.15pm – 5.15pm - £10.00
3.15pm – 5.45pm - £12.00

If a child attends club without being booked on, a higher charge will be added to the parents account via the app –

3.15pm – 4.15pm - £5.50
3.15pm – 5.15pm - £11.00
3.15pm – 5.45pm - £13.00

If a child is not collected at the end of the day, their class Teacher or TA will make a phone call to parents to see who is collecting and what time they can be expected.

If parents do not make payments for provision received, we will follow the procedures set out in our [Charges and Remissions Policy](#) and the withdrawal of club provision may be necessary until payments are received/the debt is cleared.

Unfortunately, should we continue to have children receiving provision without payment, this may result in us having to raise the cost of club for all or, being unable to sustain the offer of before and after school care altogether due to costs.

Thank you in advance for your support and understanding with this.

Yours sincerely



Jen Ferretti
Headteacher