



Wednesday 22<sup>nd</sup> March 2017

## **IMPORTANT CHANGES**

### **Breakfast Club and Playzone Afterschool Care Bookings**

Dear Parent/Carer,

As you are already aware we are a cashless school and all payments made for services such as Lunch Money and Clubs must be paid online via Parent Pay. **As of Friday 31<sup>st</sup> March 2017 all bookings for Breakfast and Afterschool Club must be made via Parent Pay.** You can no longer call the school office to book or cancel sessions. If you have pre-booked sessions using a booking form, you will need to re-book these via your Parent Pay account. If for any reason a session has not been booked online and in advance, there will be no place available for your child to attend.

**In order to make bookings online your Parent Pay account must not be in debit. If your account is in arrears you will not be able to book a session. Please ensure any debts on your accounts are cleared before Friday 31<sup>st</sup> March 2017 to make any further bookings for next term.**

Please ensure all bookings for Playzone are made before 2.30pm on the day of your child attending. Breakfast Club bookings must be made by 2.30pm on the day before your child attends. Parent Pay will not allow you to book after these times. All of these details are in the Playzone terms and conditions, which can be found on our school's website or requested from the school office.

When dropping your child/children to Breakfast Club please ensure you escort them to Top Hall rather than dropping them at the school entrance. Each child must to be signed in by their parent/carer. When collecting from Playzone also ensure that you sign your child/children out.

We understand that this may cause some teething problems at first but the school office is available to assist you with any queries you may have. If you would like a copy of your Parent Pay log in details, please do not hesitate to come and see us in the office.

We would like to thank you for your continued support.

Yours sincerely

Ms Anderson  
Office Manager

**Mr B J Hazell**  
Headteacher  
**Ms J E Clarke**  
Deputy Headteacher  
**Ms M Theophilou**  
School Business Manager  
**Ms J Christofi**  
Strategic Partnership Manager

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