



Glazebury CE Primary School & Nursery

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1st December 2022

Dear Parent/Carers

Ref: Breakfast Club and Extended Provision

We are always looking to review our processes to be more efficient and to simplify and improve the administration for parents and school staff. On reviewing **Breakfast Club and Extended Provision**, the following actions are requested to ensure a more simplified system.

- **1st January 2023** we ask that payments are made for these two provisions via the **ParentPay app**. Please note if you pay via childcare vouchers or from your early years funding then we will still accept these directly into our bank account, once received the school office will credit your ParentPay account.

Booking procedure will remain as current process:

- you will need to book the required sessions for the following half term, and will be charged even if not attended. If you wish to change your child's attendance pattern, please can you contact the school office **the last week of half term to amend for the following half term**. If no change is communicated before the end of the half term, your child will be booked the same as the previous half term. Prices will remain unchanged for the remainder of the academic year Breakfast Club -£4 and Extended Provision-£6. You will be charged as per the booking regardless of whether your child attends.

We ask that you credit your ParentPay item for each service for the half term **in advance of the sessions being accessed**. Your ParentPay account balance will then show as in credit. On a daily basis, if your child is booked to attend your balance will automatically reduce daily. Transactions and account balance reports can be generated in ParentPay to show the activity for both payment items so you can clearly see payments and charges.

Please do not let your account go into arrears, these services are to be paid in advance of accessing as per current procedure. If payments have not been made to your account, then the account will show as a debt owed. We will always work with you to prevent this from happening and if at any time there is an issue with payment, please speak to Mrs Holcroft who will be able to support.

If your child accesses these provisions, please ensure your ParentPay account is activated and ParentPay payment item is credited by first day of term 3rd January 2023.

Also, may I ask that if any monies are owed for this half term these are paid in the usual manner directly into our bank account as soon as possible. If your current account is in credit as at the end of term 21st December 2022, this will be communicated to you before the end of this half term and this credit will be entered onto your ParentPay account.

We hope this system will be clearer for you to see your payments and charges. Attached is the breakfast and extended handbook for your information.

Please note: Currently the procedure for nursery invoices will remain as is. i.e.: monthly invoice and payment directly into our bank account.

Any queries, please do not hesitate to contact our lovely office for help and support.

Kind regards

Mrs Karen Mowbray
Head Teacher