



St. Michael's V.A. Junior School
Federated with Clover Hill Infant and Nursery School

Headteacher
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19/10/2017

Dear Parent/Carer,

As you are aware we changed the way we book Afterschool and Breakfast Club. You now have to book the days you require on ParentPay in advance, paying for the sessions at the time of booking. If your account is in arrears you **will not** be able to book a session until the debt has been cleared.

I am sure that you will appreciate that both Breakfast and Afterschool club provide catering and staffing based upon pupil numbers. Unfortunately, we have had to review the system because of staffing and catering issues that have arisen due pupils attending when they have not booked in advance. Therefore from 30th of October 2017 all children must be booked into Afterschool and Breakfast club in advance.

Unfortunately, if you have not booked your space for Afterschool Club in the correct way, you will be called to come and collect your child. If you do not arrive in a timely manner, or are uncontactable, we will have no option than to dial 101.

We appreciate that whilst this system will be welcomed by most parents, there will be some that find it difficult. We have not taken this decision lightly, but we do need to consider the balance between our parent's needs and the safe efficient running of the club.

Yours faithfully,

Mrs S. Claflin
 Deputy Head.

