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## Changes to Breakfast & After School Club

Dear parents /carers,

We are writing to inform you of a change to both the booking of, and payment for Breakfast Club and After School Club sessions. These changes will come into effect from **Monday 1<sup>st</sup> November**:

- Bookings for Breakfast Club and After School Club will only be accepted via the school office.
- Bookings can be made by telephone call, email or by calling into the office.
- Bookings will no longer be able to be taken on drop off or collection from Tree Tops.
- We please ask that bookings and cancellations provide as much notice as possible.
- If arrears of more than £30 are reached, we will unfortunately be unable to book your child into any further wraparound sessions until the debt has been paid in full.

### My child needs a place. What do I do?



### How will I know if I am in arrears?



### Why are these changes being made?

Due to the increasing number of bookings being made in passing, we must ensure that school has a definitive list of those attending each session. Bookings being made on drop off can lead to names being missed or not added.

It is a valuable service that we want to continue offering to all of our families. However, with increasing arrears, it will be difficult to keep our wraparound sessions running.

Thank you for your understanding