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20th October 2015

Dear Parents,

Changes to AfterSchool Club Charging Procedure

This letter is to advise you of a change taking place to our Charging Procedure after the October half term.

We have always asked that parents cancel their child(ren)s afterschool club place before 11.00am on the day of the booking and a large number of parents are remembering to do this. However a significant number of parents are forgetting to cancel places and the school are incurring a cost because of this. Up until now we have not charged parents for non-cancellation although we have always reserved the right to do so.

However, **with effect from Tuesday 3rd November** any parents who do not cancel their child's place at ASC before 11.00am on the day that they are booked in will be charged £5.00 for that session. This will also be applicable if your child has attended an afterschool club (e.g. a sports club, art club) but you haven't notified the school that they will not be attending extended school care before or after attending the other club. Again, we have a few children who are not attending our extended school care but have attended a different club on that day but we have not been notified of this change. Unless we are told otherwise, your child will be on the register for the days we were advised of at the beginning of the term and you will be charged for those days unless you have cancelled.

This is a decision that has been agreed by the Governing Body of St. Peter's.

If you wish to cancel your child's place please ensure that you either:

- Email afterschoolclub@st-peters.croydon.sch.uk as early as possible on or before the day;
- Ring the school office;
- Leave a message on the Afterschool club phone (this will record the time you have phoned).
- If your child is off sick and they were due to attend ASC then can you please mention this when you leave a message on the absence line (although we will not charge you for absence due to illness).
- **Please do not leave a message with your child's class teacher as they will be too busy to let the office know in a timely fashion.**

If we do not have evidence of a message having been left by any of the means mentioned above then you will incur the £5.00 charge.

Paul Thomas
Headteacher