



18th September 2023

After School Club/Breakfast Club Payment Schedules – September 2023

Dear Parent/Carer

We are very pleased to be able to continue to offer the very popular Breakfast Club and After School Club provision to our parents. Over the past few years our pupil numbers have increased and we are now full at two form entry. This means that we have more pupils using the provision but it also means more administration involved with the invoicing of the provision.

Unfortunately, over the past few months, some payments have not been made on time. From September we are making the payment schedule clear as set out below:

| Month Used | Invoice Date | Payment Due Date |
|------------|--------------------------|------------------------|
| September | Monday 2 October 2023 | Friday 13 October 2023 |
| October | Monday 23 October 2023 | Friday 3 November 2023 |
| November | Friday 1 December 2023 | Friday 8 December 2023 |
| December | Thurs 21 December 2023 | Friday 5 January 2024 |
| January | Thursday 1 February 2024 | Friday 9 February 2024 |
| February | Friday 1 March 2024 | Friday 8 March 2024 |
| March | Tuesday 2 April 2024 | Friday 12 April 2024 |
| April | Wednesday 1 May 2024 | Friday 10 May 2024 |
| May | Monday 3 June 2024 | Friday 14 June 2024 |
| June | Monday 1 July 2024 | Friday 12 July 2024 |
| July | Friday 26 July 2024 | Friday 9 August 2024 |

If payments are not received by the deadline date, we reserve the right to withdraw the use of Breakfast Club/After School Club.

Thank you for your understanding.

Mr S Bowsher
Headteacher

