



6<sup>th</sup> March 2024

## After School Club/Breakfast Club Payments

Dear Parent/Carer

As you know, at Larchwood we are able to provide parents with full wraparound care thanks to our excellent Breakfast Club and Afterschool Club. Not only are they really popular with parents and children, they are extremely good value.

Unfortunately last year we were seeing an increase in the number of parents who were paying the monthly invoices for these clubs late. To help with planning and expectations we sent out a schedule to parents informing you of the payment invoice date and payment due date. This has helped to get most payments on time. However, there are still a minority of parents who are not paying on time.

As you can appreciate, the cost and amount of time running and administering this wraparound care is quite substantial. Chasing payments from a number of parents is not something we expect to have to do.

Going forward, if there are any invoices not paid by the payment due date, then a simple, final reminder will be sent out. If after receiving this, parents have not made the payment by the following Monday, then we will be forced to withdraw the use of Breakfast Club and After School Club for those families.

The payment due dates for the rest of the academic year are below to help parents with future planning.

| Month Used | Invoice Date           | Payment Due Date     |
|------------|------------------------|----------------------|
| February   | Friday 1 March 2024    | Friday 8 March 2024  |
| March      | Wednesday 3 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 |

I would like to thank the vast majority of families who, like us, appreciate the fantastic provision we have on offer at Larchwood and always pay on time. Thank you.

Mr S Bowsher  
Headteacher

