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## After School Club/Breakfast Club Paper Invoices

Dear Parent / Carer

This is to let you know that from next month, the February invoices for use of Breakfast Club/After School Club will now be paperless and ParentPay will be used as the sole platform for our invoicing processes. This means that any amounts owing for use of the Breakfast Club or After School Club for the month of January will be added to your parent accounts on ParentPay to be paid in the usual way.

If however, you do need a 'paper' statement, these can be requested directly from the office and we will be able to stamp these 'paid' if necessary, as proof of payment.

Any payments made directly to the Discovery Educational Trust bank account ie. childcare vouchers or BACS payments, will be credited to your ParentPay account in due course (as is the current process). However, please bear in mind, that there will be a slight delay in the payments reaching the bank account and appearing on the bank statements, so please allow a few extra days if paying in this way.

As a school, we would encourage all payments to be made via ParentPay, or childcare vouchers (not BACS payments if possible).

Hopefully, this new process will not cause you any inconvenience however if you have any concerns, please call the School Office.

Mr S Bowsher  
Headteacher

