



Homefield Church of England Primary School

Headteacher: Mr. Bradley Young
Homefield Avenue, Bradwell, Great Yarmouth
Norfolk, NR31 8NS
Tel: 01493 661691 Fax 01493 444686
Email: office@homefield.norfolk.sch.uk
Website: www.homefield.norfolk.sch.uk

Dear Parents/Carers,

20th November 2018

We are pleased to be able to provide Breakfast and After-School clubs to assist working parents with childcare, however we are experiencing some issues, which we wish to bring to your attention.

Firstly, children must be booked into the club either at the School Office or directly to the staff running the service. Please remember that paying on ParentMail does not automatically book a child into Breakfast or After-School club. Children who are not booked into the club will have parents contacted so that they can be collected, this is because our club service has a maximum number for safety reasons. Only if space is available, we will add them into the club.

Moreover, our Breakfast and After-School clubs are services that must be paid for promptly. Sadly, the school are having to chase outstanding amounts owed regularly.

In order to avoid increasing debts, please remember that our clubs continue to operate under a **“Pay as you Go”** policy, meaning that when parents use the service payments need to be made swiftly on ParentMail. Paying in advance or on the day the service is used via ParentMail remains absolutely fine.

As a reminder, the morning session from 8:00 AM costs £2.00. If children are dropped off no earlier than 8:30 AM for breakfast provision only, the cost will be simply £0.20. Similarly for after-school club, parents after booking their child into the club in advance, will be charged £4.00 for half a session, £5.50 for a full session without tea or £6.50 for a full session with tea. These prices are per child.

Children, who are late being picked up on a regular/daily basis (after 3:20 PM in the main school or after 3:40 PM in the Nursery), will be put into After-School club for reasons of safety and supervision. Parents of these children may incur a charge of £1.00.

We do understand that, at times, parents do not have the funds immediately, so the staff do use their discretion to allow small amounts to accumulate, particularly if the pupils are in attendance regularly across the week. We feel it is justified that if no payment has been made after a week, parents will be sent reminders via text message. If the amount reaches £30.00, a letter will be sent to you reminding you more formally of the amount owed. If the amount reaches £50.00 and no payment has been received the ability to use the service will be withdrawn via letter and/or telephone call, until the amount owed is paid in full.

If any family wishes to discuss this provision, please speak to Mr. Young or the After-School Club Manager.

We are proud of all the extra services and clubs we continue to have on offer to assist families and are grateful for your understanding with this matter.

Yours sincerely,

Bradley Young
Headteacher

