



**Farrington Gurney**  
C of E Primary School

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**Headteacher: Mr D Turull**

Thursday 7<sup>th</sup> December 2017

## ***Changes to Breakfast Club***

Dear Parents and Carers,

As you are aware, our new online payment system, Parent Pay, was successfully rolled out in September for all school meals and trip money payments. We have been pleased with the way the system has been received by parents and would like to take this opportunity to thank you all for your cooperation, especially during those initial weeks. We are now ready to move Breakfast Club over to Parent Pay as well. In order to allow for a smooth transition and to reflect more accurately the cost of running this out-of-hours care provision, some changes will be made to the charging and cancellation policies.

### **1. Breakfast Club charges: advance bookings versus ad-hoc bookings**

We are delighted to confirm that, despite a continued rise in costs for food supplies, the sessional booking fees will remain unchanged at £3.50 for the first child and £2.50 for siblings. However, from Term 4 these rates will only apply for bookings made by the booking deadline. For last-minute and ad-hoc bookings for Term 4 onwards, the daily cost will increase by 50p, notably £4 (for the eldest child) and £3 (for any siblings). See also Point 4: *Breakfast Club ad-hoc bookings and amendments*.

### **2. Breakfast Club payment methods & Voucher arrangements**

Unfortunately, we will no longer be able to accept cheques or cash payments and instead, payments will need to be made online via Parent Pay in exactly the same manner as you are already doing for school meals and trips. However, we will continue to accept payments made via BACS transfers from Childcare Voucher providers and also from HMRC's Tax-free childcare allowance. Childcare vouchers will need to be paid in advance of your booking to enable you to book on-line with Parent Pay. This will enable your account to be credited by the office, which you will then see on your children's accounts. We appreciate during this initial change, voucher users may not have enough time to make the relevant voucher arrangements. If this is the case please e-mail the office with your breakfast club dates and a manual booking will be made for you. Please ensure that appropriate vouchers to cover the costs are received by the office by 19<sup>th</sup> January 2018. To register for your tax-free childcare allowance or to see whether you are eligible, please visit [www.gov.uk/help-with-childcare-costs/tax-free-childcare](http://www.gov.uk/help-with-childcare-costs/tax-free-childcare). For further information about childcare vouchers, please contact the school office.

### **3. Breakfast Club booking arrangements**

Up until now, bookings were made in advance, three times per year, via the Breakfast Club Booking Form which contained all the dates for the entire Term: Autumn (i.e. September to December); Spring (i.e. January to March); and Summer (i.e. April to July). In order to make payments more manageable, as from January 2018, all bookings will be made online, six times per year, via Parent Pay (with payments made at the time of booking). This means that there will be six booking periods and booking deadlines per academic year. We will alert you via e-mail/newsletter when the booking system for the next period is open and remind you of the next deadline. In principle



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from Term 4, the deadline will be each last Friday of term for bookings in the next term. Parents will be able to select individual dates for their children to attend breakfast club in much the same way as they currently tick the relevant boxes on the coloured booking form; the only difference is that you will be able to do this electronically from the comfort of your own home or even when you are on the move, without the need to call into the office to hand in a form.

- Booking deadline for Term 3 (Spring 1, 03/01/18 - 09/02/18): Tuesday 2<sup>nd</sup> January 2018
- Booking deadline for Term 4 (Spring 2, 19/02/18 - 23/03/18): Friday 9<sup>th</sup> February 2018
- Booking deadline for Term 5 (Summer 1, 10/04/18 - 24/05/18): Friday 23<sup>rd</sup> March 2018
- Booking deadline for Term 6 (Summer 2, 04/06/18 - 24/07/18): Thursday 24<sup>th</sup> May 2018 (Friday is Inset Day)

#### **4. Breakfast Club ad-hoc bookings and amendments**

To help working parents, we will continue to accept last-minute changes and ad-hoc bookings. However, to cover the additional administration costs this will incur, all such ad-hoc bookings and amendments will be charged at the higher rate of £4 and £3 as explained in point 1 & 3 from Term 4. This increase reflects the changes that need to be made with last minute bookings, including having to employ extra members of staff to supervise the sessions. Please contact the school office to make ad-hoc bookings or to make changes to existing bookings, because once the booking deadline has passed, only Mrs Hazard will be able to override the system and make changes to Parent Pay.

#### **5. Refunds and credits; absence and illness**

- A. A refund will automatically be issued if your child is absent from Breakfast Club due to illness with effect from the second day of illness - For instance, if your child was booked in to attend Breakfast Club every day of the week but was too ill to attend school on Wednesday morning, the charge for the Wednesday morning Breakfast session would still apply as we would have had to purchase food and pay staff for that day. If your child's illness continued on the Thursday and Friday, and they were kept off school for that reason, there would be a refund for the latter two breakfast club sessions.
- B. To cancel a previous booking due to reasons other than illness, a minimum of one week's notice would be required whereby one week is five school days – For instance, due to a change in your work pattern you require a booking to be cancelled. Providing the school office receives five day's notice, you will be reimbursed for this cancelled session, i.e. the refund will be added to your balance on Parent Pay.
- C. If a child does not attend a previously booked Breakfast Club session but comes to school that day and/or no prior notice of five or more school days was given, the charge for that day's session will apply.

We hope you will agree that moving to a completely automated system is a step in the right direction. It will not only give you greater control but also more flexibility with regard to managing your breakfast club needs. Please note that bookings for 'Spring 1' is now open and the **deadline is Tuesday 2<sup>nd</sup> January 2018**. If you have any further questions or need help setting up Parent Pay, please contact the school office.

Yours sincerely,

**Farrington Gurney School Office**