

July 2018

WOOSH – NOTICE OF FEES/BOOKING CHANGES

Dear Parents,

Following a review of our financial procedures, the Governors have agreed that there will be some changes to the way in which parents are charged for WOOSH before and after school club. These changes will be with effect from 1st November 2018.

1. There will be two booking slots after school, 3.30pm to 4.30pm and 4.30pm to 6.00pm. The morning session will remain unaltered.
2. Fees will be charged as per the attached fee structure.
3. An invoice will be issued for September and October. An invoice covering the second Autumn half term will be issued in November. From January 2019, invoices will be issued on a termly basis and should be paid within 2 weeks. I appreciate this may be difficult for some parents or carers. A payment plan can be issued to parents who wish to pay monthly (please speak to Miss Fairbrother, in confidence, if you would prefer to pay by this method). Childcare vouchers can continue to be used.
4. There will be a 48 hour notice period for (occasional) cancellation of Woosh sessions, though the current notice period of 6 weeks for permanent cancellation of bookings will remain the same.

I would like to assure you that decisions involving changes to financial procedures are not taken lightly. The Governors and I need to ensure, however, that our Woosh Club continues to thrive in order to provide the best childcare possible.

Please do not hesitate to speak to me if you have any queries.

Yours sincerely

Mr I Dewes
Executive Headteacher