



**Brooklands Primary School**  
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Headteacher: Matthew Copping

28 September 2018

Dear Parents

### **Breakfast & Afterschool Club Payment of Fees**

We are writing to advise you that we have now completed the setup of the Breakfast and Afterschool club on our ParentPay system.

Everyone should already have their log in information but if you require a copy of this please contact the school office.

With regards to childcare tax vouchers these will be input manually **once we have received the** individual payments, please bear this in mind when looking at the amount shown on your invoice as the balance may not have included all payments. These will show as a credit adjustment to your account. If you would like further information regarding these please contact the school office.

We will be sending out an invoice at the beginning of each term this will show the full amount for the term and also the cost of each half term. Please be aware the balance as shown on your ParentPay account only takes into account the days attended as at that date it does not allow for future sessions as such. We ask for a term's payment in advance as per our fee agreement. Failure to do so may result in loss of places.

We appreciate this is a new system and would like to thank you for your patience in the early stages of this process, furthermore we apologise for the delay in getting this term's invoices out and ParentPay set up. We are aiming to have the first invoices out week commencing 1<sup>st</sup> October. If you have any further queries please do not hesitate to contact Mrs Adams in the school office.

Finally please find attached a further copy of this year's Fees.

Yours sincerely

**M. Copping**  
Headteacher