



Summerfield School

Downley Avenue, Bradwell Common
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www.summerfieldschool.org
Headteacher: Ian Fraser

19th October 2018

Dear Parents/Carers,

Care Club

As you will no doubt have read and heard, school budgets are extremely tight at the moment. It is our responsibility as a school to make sure that any funding we receive is used for the good of the pastoral and academic progress of **all** children. We need to make sure the money we receive is accounted for and managed efficiently. This is also true of any money we make through lettings and, in particular, our Care Club.

The Care Club was set up and is run to help parents who work and have other commitments and is a key assurance to our school community; helping to give children a good start to the day and making sure they are safe and happy after school. It has never been our intention to make a profit from the club, however, we do need to break even and cannot afford to subsidise the service. Staffing costs, resources and refreshments need to be paid for weekly and the only money we have to cover these outgoings is the payments you make each week or month.

With this in mind, I would like to remind you of the requirements of the club as published on our website (see below). **From January 2019**, we will be issuing invoices one month in advance of your child's attendance. In particular, I would like to point out that we do require payment in advance of your child attending any session. This needs to be at least one week in advance. If your child does not attend a session and you have not cancelled 48 hours in advance, the cost of that session will not be refunded as the session cannot be rebooked – the staffing costs, food budget, etc will already have been allocated. Please can you ensure that you have informed the school office of the regular sessions that you require as you will be charged for the sessions we have on record that you have confirmed for your child's attendance.

As a school, we always want to help as much as we can within reasonable limits. If you ever have an emergency or life changes for you and you need support please speak to us as soon as possible and we will endeavour to help.

Session Rates for child care from 1st September 2018

Breakfast Club

- Open 8.00am till 8:45am
- £3.00 per session or £15.00 per week

After School Club

- Open 3:15pm till 5:45pm
- Late collection charge of £5 is child collected 5.45pm – 6pm. £1 per minute will be charged after 6pm.
- Half evening session - £5 (collection must be by 4.30pm and no snack is provided)
- 5 half evening sessions per week: £25
- Full evening session - £10 (including snack, collection must be by 5.45pm)

- 5 Full evening sessions - £50

Payment is required at least a week in advance of the booking, either by cash, cheque, bank transfers or childcare vouchers. Invoices are distributed at the beginning of each month for that month.

If you would like to pay via Childcare vouchers you will need to select Summerfield School as the provider or use our Ofsted number 110385. If you require any assistance please contact the school office.

To apply for a space or for any further enquiries, please email office@summerfieldschool.org or ask for Mrs Farmer, the Finance Officer.

Thank you for your continued support.

Yours faithfully,



Mr Ian Fraser
Headteacher



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towards Artsmark
Awarded by Arts
Council England

