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Our Ref: AE/ASC/NEPS

11 May 2021

Dear Parents and Carers

### **Nether Edge Primary After School Care**

I am writing to inform you of some upcoming changes to the After School Care at Nether Edge Primary.

The changes will affect how you make future bookings and payments for the service.

#### **Invoices and Payments**

Currently sessions are paid for via Parent Pay. Going forward you will be invoiced on or around the 15<sup>th</sup> of the month for sessions booked for the following month. Details of how you can pay the invoice will be included with in the invoice.

In addition, we will also be offering the facility to pay for invoices using Childcare Vouchers and the Government Tax Free Childcare System. If you wish to pay via Childcare Vouchers, please contact us on the email below to confirm which provider you use. Invoices must be paid for before in advance of the sessions. ***Any outstanding invoices on Parent Pay must now be paid in full.***

#### **Bookings**

A new e-mail address has been created specifically for the wrap around care service. To book sessions you will need to e-mail either the 'regular' booking form or the 'Ad Hoc sessions' booking form to [wraparoundcareneeps@merciatrust.co.uk](mailto:wraparoundcareneeps@merciatrust.co.uk). Both booking forms can be found on the **school website** under the **Parents** heading under the **Clubs** section.

***Please note, sessions already booked for the rest of this academic year will not need to be re-booked.***

#### **Regular Bookings**

For regular bookings Please complete the 'Regular Sessions Booking Form' and return it to the new after school club email. Once your place is confirmed, these sessions will become your contracted sessions for each week from that date onwards. Should you need to amend the terms of your regular booking please send your request via email.

***Please note that we require at least 30 days notice of reduction in sessions or cancellation.***

### **Ad Hoc Bookings**

We recognise that not everyone will have a regular pattern of attendance and we will always aim to accommodate the needs of those who need to book ad hoc sessions. If you wish to make ad hoc bookings please complete the 'Ad Hoc Sessions Booking Form' and return via email. The team will then confirm your booking where possible. ***Cancellations of Ad hoc booking will be on the discretion of the manager dependant on staffing already being arranged.***

Please see Nether Edge Primary School's After School Club Policy for the full details of the changes and procedures and if you have any queries please do not hesitate to contact.

We thank you for your continued support with the After School Provision

Many thanks

A handwritten signature in black ink, appearing to be 'ASCT', enclosed in a simple oval shape.

Central After School Club Team  
wraparoundcare@merciatrust.co.uk