

## Heaton Park Primary and Nursery School

Cuckoo Lane  
Whitefield  
Manchester  
M45 6TE

T: 0161 773 9554

E: [heatonpark@bury.gov.uk](mailto:heatonpark@bury.gov.uk)



June 26 2024

Dear Parent/Carer

### Breakfast and After School Club: **Change of Payment Arrangements**

For a number of years, we have been requesting that payments for both Breakfast and Afterschool Club are to be made in advance of the month i.e. July's sessions need to be paid by the last day of June. Whilst most families realise the necessity of this request, a small number continue not to pay in advance, causing increased administration costs.

The waiting list for Out of Hours Care at Heaton Park Primary continues to grow, which means that for next academic year, anyone who has not made their payment in advance of the required month will have their place terminated with immediate effect.

We realise that many people have regular dates on which they conduct their finances, therefore requests for your September booking will be uploaded to Scopay by the end of July, enabling families to **make their advanced payment in August** on whichever date they so wish. Anyone whose account remains unpaid on September 1<sup>st</sup> 2024 will unfortunately not be allowed access to the Club, and they will be placed on the waiting list for future use. We do hope that this will not happen, as it puts both families and staff in an uneasy position, however we simply cannot continue to provide a service to the small numbers of families who do not adhere to the payment terms of using our Out of Hours Club.

All new starters and children who have had confirmation of a change to their booked sessions will be issued with a new contract. Please check this carefully and ensure you are happy with the days/sessions and the terms and conditions. Children whose sessions are the same as last year will not be issued with a new contract – the existing one still stands. We will also issue to all children an annual statement detailing the fees for 2024/25; this will include weekly and calendar month totals.

**The key message is that a non-negotiable payment will be required in the month of August 2024 by all service users if your child/ren are to be able to access our Breakfast or Afterschool Club when term starts on September 4<sup>th</sup> 2024.**

For those who make payments via either Childcare Vouchers, Tax Free Childcare or Childcare Grants, your ScoPay balance will be updated by Office Staff once a payment has been received.

Thanks for your support.

Kind Regards,

Mrs Foulkes (Club Manager) & Mr Lord (Headteacher)

Head Teacher **Mr Paul Lord**

Metropolitan Borough of Bury



INVESTOR IN PEOPLE