

Heaton Park Primary and Nursery School

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October 16th 2022

Dear Parents/Carers

Before and After School Club Newsletter

We are writing to remind you that payment for out of hours care at Heaton Park Primary School is due **in advance**. You do not have to pay monthly, weekly payments are acceptable but these payments are also due **in advance**. Please can you ensure that payments for the week ahead are made by Monday morning. If you wish to pay monthly at a date that suits you, please ensure you have informed of us of this date. Otherwise your payments will be treated as late.

According to the terms of your contract the following conditions apply: "*Arrears of two weeks will result in asking you to stop using the club until payment is received (charges will still apply). Arrears of four weeks will result in your child's place being withdrawn. Arrears will need to be cleared before your child can be placed back on to the waiting list / offered a place.*"

Please ensure if you are making a payment via **Tax Free Childcare** or **vouchers** that you email evidence of your payment to contact@heatonparkbury.com. Please also ensure that if you are paying via the Tax Free Childcare portal that you provide your child's code if this is not visible in the screenshot. Without this we cannot claim your payment from Bury Council.

We will continue to accept card payments via the Bury Council payment page. The link for out of hours club is:

<https://www.civicaepay.co.uk/BuryEstore/estore/default/Catalog/Index?catalogueItemReference=C0000470&showSingleProduct=True&recurringOnly=False>

You will need your child's UPN code in order to make this payment. Please email contact@heatonparkbury.com if you need to request this code.

If you have not yet returned a registration form please ensure this is done immediately. After half term if we not have this form your child will not be able to attend the club until it has been received.

When the school office is closed we would have no way of reaching you in an emergency. If you do not have access to a printer please overtype the word document and email to school. If you do not have access to a computer, please ask for a paper form at the office.

Thanks for your support.

Kind Regards,

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