

Heaton Park Primary and Nursery School

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October 2022

Dear Parents/Carers

Before and After School Club Newsletter

During this first month back at school everyone should have received a fee statement (which has now been amended to account for the extra bank holiday), a contract, and a registration form. Thank you very much to everyone who has completed the necessary paperwork and made advance payments.

This is remind everyone that **payments are due in advance for the week or month ahead** and we cannot allow arrears to accrue. 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 Arrears of four weeks will result in your child's place being withdrawn.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 a screenshot 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 contact the office or email contact@heatonparkbury.com if your need to request this code.

If you have not yet returned a registration form please ensure this is done immediately. If you do not have access to a printer please overtype the word document and email to school.

Thanks for your support.

Kind Regards,

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