

Heaton Park Primary and Nursery School

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September 2022

Dear Parent

Before and After School Club Newsletter

Welcome back to school and to the new academic year! In particular we would like to extend a special welcome to our new families. If you have any questions at all please do not hesitate to get in touch.

All children will be issued with a contract for their sessions in the club for the academic year 2022/23. Please check this carefully and ensure you are happy with the days/sessions and the terms and conditions of your child's enrolment.

We will also issue an annual statement detailing your child's fees for 2022/23; this will include weekly and monthly totals. Payments are due **in advance** for the week or month ahead and we cannot allow arrears to accrue. 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. We will also continue to accept card payments via the 'Bury Pay For It' system. For our new families you will need your child's UPN in order to make such card payments. Please email (as above) if you would like to request this code. For children that are new to Heaton Park, this code will not be available until your child has started school and has been added to the registers. **Please ensure any arrears brought forward from last academic year are cleared in advance of the first day of school.**

A registration form needs to be completed for all children who are joining the club. This includes emergency contacts, allergies and details of anyone other than the child's parent or guardian who may collect the child on occasion. All new starters will be given this form to complete and any children who did not complete this last year need to return this urgently. **Please note that your child will not be able to attend the club until this form is returned.** Please ensure if there are any changes to your circumstances that you complete a new form.

Thanks for your support.

Kind Regards,

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