



Thursday 27 September 2018



'Committed to Achieving'

Headteacher: Mrs Hannah Connor-James

Dear Parents/Carers

KIDS CLUB INFORMATION

As you may be aware, we have changed our finance team and have been trying to organise Kids Club to be as effective as possible. At a recent meeting with staff and the finance team decisions were made about some aspects of Kids Club moving forward.

- Unfortunately we are no longer able to offer ad hoc sessions. Parents/Carers who have already registered their child and regular sessions are attended may request additional sessions in emergency situations. We want to be as flexible as we can but ratios will always be the main consideration. If there is room we would love to accommodate you.
- Invoices will be sent at the beginning of each half term and payment should reach us within 7 days. If parents/carers need more time to pay they can pay 50% in the first 7 days as long as the remainder is paid within the following 21 days (28 days in total).
- Please continue to apply childcare vouchers monthly as per the arrangement with your provider in line with the above payment terms.
- In the event that fees remain unpaid for more than four weeks we reserve the right to ask that you withdraw your child from attending Kids Club and we may take legal action for repayment if necessary.
- Any amendments or changes to sessions needs to be advised prior to holiday periods so they can take effect from the following half term. An admin fee of £25 will be charged for cancellation/alternations to sessions after the commencement of the half term.

Any queries should be sent to Kidsclub@cromwellacademy.com and if they are finance related we will forward them to the Finance Department.

These changes will take effect from the beginning of this year and we hope they will offer both families and our Finance Department a more streamlined approach to the organisation of finances as well as a more efficient way of arranging sessions.

Kids Club is an integral part of our school community; we thank you for your ongoing support and look forward to working with you in the future.

Yours sincerely

Mrs Connor-James
Headteacher