

**Myrtle Park Primary School**  
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Headteacher: Mrs Sarah Crowther

3<sup>rd</sup> November 2020

Dear Parents/Carers

We hope you have had a restful half-term break.

We write to draw your attention to the expectations around payment for your child's Before and After School Childcare.

The Before and After School Club is run independently to school. The fees collected for childcare pay for staff salaries, food, resources and training in addition to other outgoings. The club solely relies on these fees in order to maintain the childcare service and financial viability.

With this in mind, moving forwards, should your child not be able to attend sessions for any reason whatsoever, you will be charged for the sessions missed. The same applies if we have to close a year group bubble due to COVID-19.

We are very sorry to have to apply this expectation. I am sure you will all support us in agreeing that the Before and After School Club is an important asset to our school and in order to keep the club operating it must be financially viable. Without the fees coming in from childcare, the club would not be able to continue and would need to close.

As ever, if you require support around a payment plan, please do not hesitate to contact us. We are currently experiencing challenging circumstances and we are keen to do our best to help where we can.

In anticipation with your support with this matter.

Yours sincerely

Mrs Sarah Crowther  
Headteacher

Mrs Helen Booker  
B&ASC Manager

Mrs Julie Morton  
School Business Manager

