



## ST. DAY & CARHARRACK COMMUNITY SCHOOL

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12<sup>th</sup> June 2019

Dear Families

### **PAYING FOR SCHOOL SERVICES IN ADVANCE**

At St Day & Carharrack we have **Parentpay** in place to support parents to make payments online and in advance **for all school services requiring payment**. If you require login details to set this up please contact the school office who will be able to give these to you.

Unfortunately, at present we are running at a substantial loss as we have a large amount of monies outstanding. This is a serious situation for the school as we are having to use money from the curriculum to cover these debts to pay Caterlink and staff wages. We need to resolve this in order for us to be able to continue to provide these services and give all of our children their daily entitlement in other areas of the curriculum such as reading and art. As a school we do not make any profit on the services we provide and I ensure we subsidise all services despite shrinking budgets - we want all families to be able to access our provision.

Going forward if a family has a debt of more than £10.00 owing to the school we will no longer be able to provide services including Breakfast Club, Lunch and Funzone. You will be contacted to bring a packed lunch in for your child or asked to collect your child from Breakfast club or Funzone. Once all debts are paid off you will then be able to use the service again by pre-booking as below and ensuring payments are made in advance or on the day. If you have particular circumstances we need to be aware of, please let us know.

### **SAFEGUARDING – BOOKING FOR FUNZONE AND BREAKFAST CLUB IS ESSENTIAL**

**From Monday 17<sup>th</sup> June 2019 you will be required to pre book your child into Breakfast Club and Funzone via the school office- by phone or email.** This is a safeguarding procedure so we have an accurate register to account for all children at all times and to also ensure your child has a place. This will also support class teachers at the end of the day to ensure your child is in the right place to be collected. Additionally, we require you to please pay for this service in advance on **Parentpay**. **Unfortunately, if your child is not booked in and paid then they will not be able to access this service. If you book your child in for the week and then do not take the place you must let the office know in advance otherwise you will be charged as another child could have been given that place. Please support us with this as staff in school are having to spend a long time contacting parents at the end of the day. If you are struggling with anything related to this, please do arrange to have a meeting with me so we can support you and find a solution.**

We are asking for you to pre book as there is a maximum number of children able to attend each of these services. We need to make sure we are not exceeding this and that enough members of staff are available to cover so that we can keep your children safe at all times.

If you still have a large amount of money owing please either pay this off by Friday 14<sup>th</sup> June 2019 or contact the school office to arrange an appointment to see me so that we can set up a payment plan.

Yours sincerely

Susannah Storey  
Headteacher