



Epsom Primary & Nursery School  
Including the Children's Centre  
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2<sup>nd</sup> November 2018

Dear Parent / Guardian

**Re: Extended Provision, payments will now be required to secure a booking**

I am writing to explain the new arrangements for Extended Provision payments, this was also discussed at the recent parent forum on 31<sup>st</sup> October.

The current Terms and Conditions for the Extended Provision state that payment should be made in advance for all bookings. However, in many cases this has not been happening and as a result debt has been accrued to a level that is unsustainable for the school and this is causing significant concern. As such, we have taken the decision to ensure this aspect of the terms and conditions is enforced.

The booking system of emailing [childcare@epsom.surrey.sch.uk](mailto:childcare@epsom.surrey.sch.uk) will remain the same, however, from 1 January 2019 your booking will **not be confirmed, and your child's place will not be secure, until payment is received**. We will have no option but to turn away children whose booking hasn't been paid for and will contact you to collect your child straight away.

Payment must be received at least 1 week before the date of the booking, if not, a late payment fee of £1.50 will be added to your account (as detailed in our terms and conditions). If payment has still not been made 3 days before the booking, the booking will lapse and your child will not be permitted to attend the breakfast or after school club on that day. Where a booking is made for the first week after a school holiday, payment must be received by the last day of the previous term.

Adhoc sessions (and subsequent adhoc charges as detailed in the terms and conditions) will need to be paid for immediately in order to secure your child's place.

For families that pay with Childcare Vouchers, we understand that there can be a delay between releasing the funds from your account and them clearing into the School bank account. We will therefore accept proof of CCV payment by means of a screenshot or copy of a confirmation email from your CCV provider to secure your booking. Please note that CCV payments can only be used for **future** bookings.

I would also like to take this opportunity to remind parents that any family that has a current debt and does not settle this, will be unable to access the Breakfast or After School Club until the debt is cleared. Mrs. Wilkinson will be in touch with the families that are affected by this to remind them what they owe.

Thank you for your support on this matter, please know that this decision has not been taken lightly and is designed to ensure that school funds are used for the benefit of our pupils

Yours faithfully

Mrs. E. Smith  
Executive Headteacher



Executive Head Teacher:	Emma Smith
Head of School:	Michelle Pollard
Chair Governors:	Janet Willcox
Safeguarding/Attendance:	Fiona Allen