



# IMPORTANT PLEASE READ

18th October 2022

Dear Parents,

## **Payment for Before and After School Care, Sports Clubs and School Trips**

In light of the current financial position, it is essential that we receive payments for trips, sports clubs and before and after school care in a timely manner. Unfortunately, this does not always happen. Therefore, we have no alternative but to change the way in which these are booked and paid for. These changes will come into effect from **1<sup>st</sup> November 2022**.

### **Before & After School Care**

This must be booked and paid for in advance up to midnight on the previous day. If you want to book on the day you must ensure that your School Money Account is topped up to enable us to draw down payment **on the same day**. This can be done using the "Club Top-Up" option on your account. For After School Care you must ring the School Office to book so your child's name can be added to the register. For Before School Care you can just turn up in the morning.

**Please note that you will not be permitted to book Before and After and School Care sessions if you still owe money for previous sessions.**

### **School Trips**

You will receive an emailed letter providing details of the trip. You will now only be able to give consent for trips via School Money and this is linked to payment. Therefore, you cannot give consent unless you pay at the same time. Trips are in the "Payments" tab and again you just add the trip to your basket and pay for it. You will be prompted to tick the consent box.

For Class 1 Trips, you will now need to make sure you book a Kingswood packed lunch for the day of the trip if you would like a lunch provided.

If the payments received for trips do not cover the cost of trip, we will have no alternative but to cancel the trip.

For residential trips there will still be the option to pay in instalments.

If you have a problem meeting the cost of trips, please speak to the Bursar or myself so a payment plan can be agreed.

### Sports Clubs

Letters regarding Sports Clubs (currently Hockey and Golf) will be sent out by email. As with school trips, consent for attendance at Sports Clubs must be given via School Money and consent can only be given when payment has been made. Where consent and payment are not received before club sessions take place, children will not be permitted to attend clubs. Again, please pay via School Money using the "Payments" tab.

This does not apply to Basketball and Gym Club. You will need to continue to pay the club organisers, Hotshots and Pacesetters respectively, direct.

The changes we are introducing will assist parents who share paying accounts for their children as, whichever parent books and gives consent for the session, trip or club, will need to pay at the time of booking.

Please remember that these changes come into effect from the first day of next term (1<sup>st</sup> November), so if you would like your child to attend Before or After School Care that day, you will need to book by midnight on 31<sup>st</sup> October 2022.

We are aware that there are likely to be some teething problems while we all get used to the new system. If you have any questions or queries please email the Bursar at [bursar@thebramptons.northants-ecl.gov.uk](mailto:bursar@thebramptons.northants-ecl.gov.uk).

Yours faithfully,

A handwritten signature in blue ink that reads "J. T. Gillett".

John Gillett  
Head Teacher