

Dear Parents and Carers

26th September 2023

Changes to Wraparound Invoices

I am writing to let you know that we are implementing a change to Wraparound invoice payments going forward. In order to streamline and create a more efficient system and not be left with monies being owed to the school, we intend to send invoices out a month in advance. This adjustment will commence at the beginning of October when you will receive November's invoice.

We understand this change in payment procedures may require some adjustment and flexibility; and we wish to assure you that although reminders will be automatically generated after a month, we are happy to receive payments up until the end of the Autumn Term, by which time we ask for the Autumn Term and the month of January, to be paid in full.

Unfortunately we are no longer able to sustain outstanding payments along with the time in chasing such monies. Mrs Leaver will be sending out the Wraparound booking sheet for the Spring Term shortly and we ask that you book for the term in advance. Please rest assured that we will continue to cater for last minute bookings or cancellations and these will be catered for in the following month's invoice. Do remember 24hrs notice is required to cancel the service.

The table below shows when you can expect each month's invoice, when it will be issued and the date the payment is due.

Date Invoice to be issued	Month of Wraparound	Date payment to be received by
26 th September	September	26 th October
4 th October	October	3 rd November
4 th October	November	3 rd November
1 st November	December	1 st December
29 th November	January	29 th December

As ever we are always available to chat in person so please do speak to Miss Wilson in confidence about any concerns or worries.

Kind regards



Miss J Wilson
Head Teacher