

12<sup>th</sup> December 2018

Dear Parents and Carers,

**Re: Changes to the Booking and Payments System for Breakfast and Teatime Club**

I am writing to inform you that the Booking System for Breakfast and Teatime Club will be changing when we return after the Christmas holidays.

From January 2018, bookings will need to be made through the new Tucasi online payments system and payments for sessions will need to be made in advance. It will no longer be possible to book places using the current booking system after Friday 21<sup>st</sup> December.

The Breakfast and Teatime Club sessions for January onwards are now available for bookings on the Tucasi system. You should have received your registration details for this system last week. The new booking system is more straightforward and you can book and pay for multiple days at once. As a result, the rates for this provision have also been simplified:

- All Breakfast Club sessions will now cost £4.50 per space
- Early Teatime Club sessions from 3.30 till 6.00pm will cost £9 per space
- Late Teatime Club sessions from 4.30 till 6.00pm will cost £8 per space

The new booking system will close at midnight on the day before the session as shown below:

Monday sessions	Bookings close at midnight on Thursday
Tuesday sessions	Bookings close at midnight on Friday
Wednesday sessions	Bookings close at midnight on Monday
Thursday sessions	Bookings close at midnight on Tuesday
Friday sessions	Bookings close at midnight on Wednesday

***As payments are now made in advance, we are not able to accept children into Breakfast and Teatime Club without advance bookings.*** However, there is an option on the system for parents to indicate that they are going to pay for their sessions using childcare vouchers.

To support families with the change to paying in advance, the Finance Office will allow the payment of the December invoices that are issued at the start of term to be staggered over three months with all invoices being paid by the end of March. Please liaise with Mr Backhouse if you wish to manage your December payments in this way.

Please do not hesitate to contact me if you have any queries about this new system or the change in the way that we are taking bookings for this service.

Yours sincerely,

Mr. M. Stedman,  
Head of Primary