



September 2018

Dear Parent/Carer

We are pleased to offer your child/children a place in Acorns Breakfast and After School Club.

Payment

To secure your child's place for the Autumn 1 half-term, payment must be received in full by 6th August 2018. Payment can be made using ParentPay and Childcare vouchers. **Please note that cheques are no longer accepted.** Current fees are £4.00 per child per session for Breakfast Club and £12 per session per child for After School club. We review our fees annually so please be aware that there will be a price increase in January 2019. We will send details to you regarding this increase before the October half-term.

ParentPay: Please pay into the **Autumn Half-term 1** box.

If you already have a sibling on ParentPay via the Infant school, you may pay for both children on that account. New children just joining the school will not receive activation letters until the beginning of term. We will hold your place until the letters have been sent to you and then there is a window of one week to make payment to secure your place. Your child may start at the club on Wednesday 5th September but please do ensure you pay your invoice by Wednesday 12th September at the latest

When paying using ParentPay please enter the amount shown on your invoice when prompted to add your payment. ParentPay will show an amount of £5.00 – this is just because we have to put in a minimum amount – as already said, please pay the invoice amount. However, if you are using Childcare vouchers and need to top up on ParentPay, please put in the top up amount only. Please let us know if you are using more than one method of payment.

Childcare Vouchers: Parents/Carers will need to contact their Childcare Voucher company to make arrangements for this payment method. The childcare voucher company may then need to liaise with the school. Please use the following Ofsted reference number: 102565. This number is already affiliated with a number of Childcare voucher schemes (eg. Edenred, Sodexo, Computershare). Please see below for other numbers needed for vouchers:

Edenred	P21074037
Sodexo	846234
Computershare	0023591755
Care-4	32369136
Fideliti	BUR091C

For further information or support in resetting or activating your account on ParentPay and/or Childcare Vouchers please contact the Infant School Business Manager, Clare Burton at bursar@bri.rbksch.org or 020 8942 1586.

Burlington Schools
Burlington Road New Malden Surrey KT3 4LT
Phone: 020 8942 1586 Email: club@bri.rbksch.org
Head Teachers: Mrs S Yay-Walker and Mrs P Utting
Club mobile phone: 07947 681570



Future Payment Dates

Payments and places for Acorns are booked half-termly in advance. Invoices will show any Inset days or Bank Holidays so you know you have not been charged for them. Please check them carefully and contact Elaine if you have any queries.

Contact Form

Please ensure you have clearly filled out the Club Contact Form and returned to Elaine Walker before your start date or hand into Katrina Godsell at the club on arrival. It is very important we have all the correct information for your child/children.

We always look forward to your feedback so if you have any suggestions on how we can further improve on our club, please do email us at club@bri.rbksch.org.

Acorns Breakfast and After School Club staff are looking forward to welcoming your child and we hope they have a positive and happy experience with us.

Kind regards

Mrs P Utting and Mrs S Yay-Walker

Burlington Schools
Burlington Road New Malden Surrey KT3 4LT
Phone: 020 8942 1586 Email: club@bri.rbksch.org
Head Teachers: Mrs S Yay-Walker and Mrs P Utting
Club mobile phone: 07947 681570