

# Penpol School

2 St George's Road, Hayle, Cornwall, TR27 4AH



November 2018

Dear Parents/Carers

It has come to our attention that it would be useful to clarify the system for payments for Breakfast Club and Pirates After Schools Club. The correct payment must be made either on the day or before the session is taken. If you currently have an outstanding balance, please arrange for payment as soon as possible. The school does accept Childcare Vouchers or BACS payments in advance. Statements are kept for parents using these methods, in the school office.

The Pirates After Schools Club runs until 6pm every weekday. Unfortunately, there are occasions when children are collected later than this time. Please can we remind parents and carers they should be prompt in collecting their children and that we do reserve the right to ask for a late collection fee of £10.00 to cover the cost of staff overtime.

The clubs are run on a non-profit basis, after costs for staffing and resources are deducted. They are very popular and the school can end up with significant debt if the systems for payment are not followed. We know that this is a vital service for many of you and are committed to ensuring that it continues to run. However, it must be financially viable. We therefore appreciate your support and co-operation to ensure that the clubs continue to operate in the future.

Please contact the School Office if you require any further information regarding payment methods.

With very best wishes,

Chris Chislett

Headteacher

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