

Larchwood Gardens
Pilgrims Hatch
Brentwood
Essex CM15 9NG



T: 01277 372450
E: office@larchwood.essex.sch.uk
W: www.LarchwoodPrimary.co.uk

Headteacher: Mr.S.Bowsher

10 October 2024

Breakfast Club and After School Club Bookings - ParentPay

Dear Parents / Carers

As you are aware, we have been running our Breakfast Club and Afterschool Clubs at Larchwood for about 10 years now and they have become ever more popular. They are run by Larchwood staff and the children that attend really enjoy them. We have never capped the number of children who can attend and instead have increased our staffing and resourcing.

However, as our numbers have increased over the years, this also has a knock on effect as regards administration involved in booking places at these wraparound care provisions and the financial administration involved in collating the income. We have now decided to implement a new booking system via ParentPay whereby you will be able to pre-book your own session.

As part of this new initiative however, the bookings for both Breakfast Club and After School Club will need to be paid for in advance (instead of in arrears as is the current situation).

We are planning to implement this new system immediately following the October half term. Your payments for use of the wraparound care up to the end of this half term will be due by the end of October. The 'pre-bookings' will commence for wraparound care from Monday 11 November onwards.

This letter is just to pre-warn you that this new system is approaching, so that you are able to make your own budget adjustments.

Another letter will be coming out in the next week or so with more detailed information on how to make bookings and how the system will be set up.

To reassure you, there will not be a limit to the number of pupils who can attend and pre-booking will be by 7am on the day for Breakfast Club and 2pm on the day for After School Club. You will also still be able to use Childcare Vouchers to pay. A separate letter will follow if you are a regular user of the Childcare Voucher scheme.

If anyone is likely to experience difficulty with this new arrangement, please make an appointment to see me to discuss.

Thank you for your understanding.

Mr S Bowsher
Headteacher

