



Orchard Head J, I & N School

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Dear Parents/Guardians,

I hope this letter finds you well. We are writing to inform you of an important change to the way payments for our Breakfast and After-School Clubs will be handled starting in the upcoming term. To ensure the smooth running of these services and to reduce the administrative burden of chasing unpaid fees, the school will now only be accepting prepayments for pre-booked places.

New Payment Procedure

Starting from January, families will be required to pre-book and prepay for all sessions. To secure a place for the upcoming term, please follow these steps:

- **From 2nd December**, please log into the MCAS system to select the days you will need for the new term.
- **By 19th December**, full payment for the selected sessions must be made. Unfortunately, if payment is not received by this date, we will not be able to offer your child a place for the term.
- Please note that once a place has been booked and paid for, we are unable to issue refunds, as we need to finalize staffing and resources based on confirmed bookings.

Emergency Bookings

We understand that unforeseen circumstances may occasionally arise. In such cases, we will do our best to accommodate emergency bookings:

- For the **After-School Club**, same-day bookings may be made **over the phone**, subject to availability, and must be paid for at the time of booking.
- For the **Breakfast Club**, bookings must be made **by the day before**, and payment will need to be made in advance, subject to availability.

We appreciate your understanding and cooperation as we make this change to improve the operation of our clubs. The next dates for subsequent bookings, including those for the summer term, will be communicated around Easter as we finalise numbers.

If you have any questions or concerns, please don't hesitate to contact us. Thank you for your ongoing support.

Kind regards
Richard Grogan