



St. John's CE Primary School

Mill Lane, Wetley Rocks, Stoke-on-Trent, Staffordshire, ST9 0BN

Telephone: 01782 550309

www.st-johns-wetleyrocks.staffs.sch.uk

Email: headofschool@st-johns-wetleyrocks.staffs.sch.uk

office@st-johns-wetleyrocks.staffs.sch.uk

Head Teacher: Sarah Stone



Dear Parent/Carer,

Out of School Provision Terms and Conditions

- Invoices are sent out at the end of each month for sessions taken that month.
- Invoices are due for payment 14 days from issue – please contact the school office if you are unable to meet the timescale. **One reminder will be sent after 7 days if not paid, and if the balance has not cleared, the provision will be withdrawn.**
- All debits will be input on to ParentPay unless you have informed us that you are paying via the Governments Tax Free Childcare Scheme or a Childcare voucher Scheme - please email the office to let us know the date, amount and method of payment made office@st-johns-wetleyrocks.staffs.sch.uk for all Governments Tax Free Childcare Scheme or a Childcare voucher Scheme payments made.
- **Please note that if invoices are not paid, this provision will be withdrawn.**
- **We require 1 full working days' notice to cancel any before or after school session. Sessions will be charged without this notice period**
- A 10% discount will be deducted from the second and subsequent children's invoice
- If you need additional/ad-hoc sessions, please call the office and we will do our best to accommodate your request
- Sessions not taken because your child is representing the school can be 'banked' and will be removed from the subsequent month's invoice if not rearranged
- Provision will close at 6pm. If you anticipate being late please call the school office before 4pm and advise us as soon as possible. We reserve the right to charge £15 if your child is collected after 6pm - this is to cover the additional staffing time

Yours sincerely

S Stone

Head Teacher

"SHINE like the star you are."

