



Norfolk House School

29<sup>th</sup> June 2017

Dear Parents,

### **Breakfast and After School Clubs**

We are always looking for ways to streamline the services we offer and to make our payment systems as convenient and secure as possible. Introducing a card payment machine in the School Reception was an important step towards becoming a cash-free environment, as was the addition of charges for educational visits and extra-curricular activities to the termly invoice. So, we are keen to share with you the changes to our systems for Breakfast and After School Clubs, which we hope will prove to be more convenient.

From September 2017, we will no longer be accepting cash or cheque by way of payment for Breakfast or After School Clubs. Parents who have advance notification that their sons or daughters will need to use either club should contact the school in person or by telephone to make a booking and arrange for payment by electronic transfer or by card before the first session to be attended. However, we understand that unforeseeable circumstances will occasionally mean that you are unable to book a place in advance and, in such circumstances, payment may be made by card when you collect your child later in the day. Staff on duty during Breakfast and After School Clubs will also be able to arrange payment for you outside of the Reception opening hours (8:30am to 5:00pm). Similarly, our Finance Department will be pleased to take any queries regarding payment by BACs transfer for multiple bookings or by using childcare vouchers.

If you wish to make a series of bookings in advance, please use the attached form and take it with you to the School Reception. For families who make regular use of the clubs on set days, the form will make it easier to arrange multiple bookings rather than contact the school ahead of each usage.

Please note that the charges for After School Club remain the same as those which presently apply, and indeed have applied without increase for several years, with a single exception: there is no longer an option of paying £1.50 for the 15-minute slot between 8.15am and 8.30am. Those charges will be as follows:

#### **Breakfast Club**

8.00am - 8.30am:                    £2.50 (including a light breakfast)

Norfolk House School • 4 Norfolk Road • Edgbaston • Birmingham • B15 3PS  
T: 0121 454 7021 • E: [info@norfolkhouseschool.co.uk](mailto:info@norfolkhouseschool.co.uk) • W: [www.norfolkhouseschool.co.uk](http://www.norfolkhouseschool.co.uk)

**Headmistress:** Mrs S. Morris (B.A. Hons) PGCE

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*After School Club*

For a child collected between:

3.45pm and 4.00pm: £2.00

4.00pm and 4.30pm: £5.00

4.30pm and 5.00pm: £6.00

5.00pm and 5.30pm: £7.00

For parents seeking to use the After School Club Facility after the school's clubs and activities programme which ends at 4:30pm, the following charges apply :

4.30pm to 5pm: £2.50

5.00pm to 5.30pm: £5.00

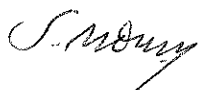
Please note that After School Club ends at 5:30pm and late collection charges stand at £1.00-per minute.

Finally, many parents take advantage of the After School Club on Parents' Evenings when they meet with the teaching staff. From September 2017, I am pleased to tell you that there will no longer be any charge by the school for providing such a service.

Any debit or credit balances outstanding at the term end will be added to the Autumn Term invoice for your convenience.

Please do not hesitate to contact the school if you have any questions in this respect and we thank you for your support in introducing a new system which we trust will be valuable to you.

Yours sincerely,



Mrs Sarah Morris  
Headmistress

# BREAKFAST CLUB PRE-BOOKING FORM

## AUTUMN TERM 2017



Norfolk House School

*Please complete the form below and take to the School Reception.*

Pupil's Name : \_\_\_\_\_ Year Group : \_\_\_\_\_

**Breakfast Club - 8:00-8:30am, charged at £2.50, including a light breakfast**

*Please tick the appropriate box for the term ahead*

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
Mon, 4 <sup>th</sup> Sept					
Mon, 11 <sup>th</sup> Sept					
Mon, 18 <sup>th</sup> Sept					
Mon, 25 <sup>th</sup> Sept					
Mon, 2 <sup>nd</sup> Oct					
Mon, 9 <sup>th</sup> Oct					
Mon, 16 <sup>th</sup> Oct					
Mon, 30 <sup>th</sup> Oct					
Mon, 6 <sup>th</sup> Nov					
Mon, 13 <sup>th</sup> Nov					
Mon, 20 <sup>th</sup> Nov					
Mon, 27 <sup>th</sup> Nov					
Mon, 4 <sup>th</sup> Dec					
Mon, 11 <sup>th</sup> Dec					

Amount Paid : \_\_\_\_\_ Method of Payment : \_\_\_\_\_

Staff Member : \_\_\_\_\_

Signed : \_\_\_\_\_ (Parent/s) Date : \_\_\_\_\_

# AFTER SCHOOL CLUB PRE-BOOKING FORM

## AUTUMN TERM 2017



Norfolk House School

*Please complete the form below and take it to the School Reception.*

Pupil's Name : \_\_\_\_\_ Year Group : \_\_\_\_\_

### After School Club - 3:30-5:30pm, charged at :

*Please state your collection time in the appropriate box below*

- |                       |       |
|-----------------------|-------|
| A. 3.45pm and 4.00pm: | £2.00 |
| B. 4.00pm and 4.30pm: | £5.00 |
| C. 4.30pm and 5.00pm: | £6.00 |
| D. 5.00pm and 5.30pm: | £7.00 |

**If joining After School Club at 4:30pm after Clubs and Activities Programme :**

- |                     |       |
|---------------------|-------|
| E. 4.30pm to 5pm    | £2.50 |
| F. 5.00pm to 5.30pm | £5.00 |

*Please write a letter from the time choices A-F in the relevant boxes below.*

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
Mon, 4 <sup>th</sup> Sept					
Mon, 11 <sup>th</sup> Sept					
Mon, 18 <sup>th</sup> Sept					
Mon, 25 <sup>th</sup> Sept					
Mon, 2 <sup>nd</sup> Oct				No Charge during Parents' Evening	
Mon, 9 <sup>th</sup> Oct		No Charge during Parents' Evening			
Mon, 16 <sup>th</sup> Oct					
Mon, 30 <sup>th</sup> Oct					
Mon, 6 <sup>th</sup> Nov					
Mon, 13 <sup>th</sup> Nov					
Mon, 20 <sup>th</sup> Nov					
Mon, 27 <sup>th</sup> Nov					
Mon, 4 <sup>th</sup> Dec					
Mon, 11 <sup>th</sup> Dec					No After School Club on this day

Amount Paid : \_\_\_\_\_ Method of Payment : \_\_\_\_\_

Staff Member : \_\_\_\_\_

Signed : \_\_\_\_\_ (Parent/s) Date : \_\_\_\_\_