



**Croft Church of England Primary School**  
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Head Teacher: Mr Simon Robson

19<sup>th</sup> July 2017

Dear Parents

## **OUT OF SCHOOL CLUB**

From September 2017, we are asking parents and carers to pay for sessions attended at the Out of School Club (O.O.S.C.) on School Money rather than by cash or cheque.

From 1<sup>st</sup> September 2017 the O.O.S.C. register of sessions attended will be recorded on School Money. The register will be updated weekly by the end of the school day on a Monday, for sessions attended the previous week and will also show the cost of these. We would ask that going forwards from September any money owed is paid promptly and that balances are cleared at the end of each month.

There are currently a number of payments outstanding and we request that these are paid **as soon as possible**. Please can these payments be made by cash or cheque as the facility to pay on School Money will not go live until 1<sup>st</sup> September. In the event that there is money still owed to the O.O.S.C. at 1<sup>st</sup> September this will be transferred onto School Money in the first few weeks of term.

We will of course continue to accept payment by Childcare Vouchers. The amount owing for sessions attended will show on School Money but will be cleared once school is in receipt of the voucher. We will however **no longer be able to accept payment by bank transfer** and ask that you pay via School Money instead.

If you are unable to log in to School Money please provide the office with the mobile telephone number and the e-mail address that you wish to use to access it and you will be sent a password to login to the system.

If you have any questions at all about any of the above, please do not hesitate to speak to either Kerry or the school office.

Yours sincerely

Mr Robson

