



CHALKWELL HALL JUNIOR SCHOOL
LONDON ROAD

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Headteacher: Mr Richard Spence BA (Hons)



28th September 2011

Dear Parent/Carer,

Re: Breakfast and After School Club Payments

Due to an unfortunately large amount of unpaid debts, I am writing to inform you of the arrangements in place for payment of Breakfast and After School Club sessions.

From now on Parents/Carers must pay in advance for any sessions booked. In an emergency, payment may be made on the day that your child uses the club. Under no circumstances will credit be allowed. If a payment is not made for one session your child will not be allowed to attend Breakfast or After School Club until the debt has been cleared.

This does not apply to those using the voucher system.

Unfortunately, if your child attends After School Club and a payment is outstanding, your child will be brought over to the Infant or Junior school office and you will be telephoned to come and collect your child. If this occurs on a regular basis I am afraid I will have no option but to contact Social Services.

I would advise you that when making a payment ensure that you receive a receipt.

I trust that this clarifies any misunderstandings.

Yours sincerely,

Mr R. Spence
Headteacher

