



TORRE C OF E ACADEMY

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Pray, Praise, Potential, Pride, Persevere

“Our mission at Torre is to create an environment where God’s children have the right to grow, learn, feel safe and be happy. We respect and look after each other in the way that God has taught us.”

We “Live life in all its fullness.” John 10:10.

July 2017

Dear Parents/Carers,

I am writing with regard to some changes we are making to booking and payments for Before School Club and Torrenadoz. These changes will come into place in September.

Sessions for both these provisions will now need to be **booked** and paid for in advance on ParentPay. The cost of the sessions remains the same. At present, there is no facility on ParentPay to offer a discount for siblings in Torrenadoz, although this is something they are working on. For the time being, you will need to book the sessions for each sibling as if you are paying £7.00 per child per session. Our admin team will then be able to go into the system and adjusted, so that you don’t lose out financially.

The reason for this change is that the administration of these provisions has become unmanageable for us in school. We have parents phoning in all day and dropping messages in at the window. This means that a daily register must be produced manually, which causes too wide a margin of error. We cannot allow this to continue for safeguarding reasons. By moving to an online booking system, a register will be printed off daily, showing exactly who is booked into each session. Class teachers as well as the Torrenadoz staff will all be given that day’s register, so that they all know exactly where each child is going at the end of the school day.

All the local schools we have researched have policies where parents must book their places in the wrap-around care well in advance – some as early as a whole term. Some also specify that the same days each week must be taken. We would like to remain as flexible as we can, making our cut-off time as midnight the night before the session you would like to book.

A couple of parents have also requested us changing the system to allow parents to pay a reduced fee to enable them to collect their child later than 3.10pm, but not necessarily as late as 6pm. We have again researched what other schools do. It seems that all schools have the same system, where it is a fixed fee, regardless of what time the child is collected. This is because we have to pay our staff to be here for the whole session every day, in order to be able to continue to offer this provision.

The other attachments to this email explain everything clearly. Please note, that there is a new contract and registration form that you need to complete and return to school **BEFORE THE END OF TERM** if you wish your child to be able to attend either Before School Club or After School Club from September. If you do not have a printer and require a paper copy of this form, please ask at the office.

I hope you can understand and will support the changes we have made.

Kind regards,

Mrs S Julyan