



Cheddon Fitzpaine Church School

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Wednesday 1st March

Dear parent/carers,

As you will have seen on the Chat newsletter, the school is in the early stages of introducing the online payment/booking system of Parentpay.

We wanted you to be aware of what this will mean for you in terms of Stay & Play. Whilst it hasn't yet been decided exactly when this system will be available for Stay & Play payments, we are hopeful to introduce this early in the next academic year.

We are still in the very early stages of training and using the system but we know that some things with regards to invoicing and payments will change. These are listed below and are as complete as they can be at the moment, and are subject to change as the system becomes live (we will, of course, advise you of any changes):

- All bookings will have to be **pre-paid** via the Parentpay website so online access will be essential. We cannot bulk book without payment.
- For the occasional ad-hoc booking, pre-payment is also advised although we know that this may not always be possible. In these instances, payment will need to be made by the next working day.
- We will be able to accept ad-hoc booking payments in cash or by cheque if essential, although online payment will be the preferred method.
- The historic 5% discount on sessions enjoyed by some parents will no longer be available. There is no facility on the Parentpay system to have all of the priced sessions that we offer and a discount line for each of these sessions. This has been confirmed by Parentpay.
- We will still be able to accept Childcare voucher payments but as yet, we cannot advise exactly how this will work. We are assuming that you will continue to make payments as you do now but they will have to be in advance and we will then make the necessary transfers 'in-house'.

We are very aware that switching from a payment system where you are invoiced in arrears to a payment system where you have to pay up front, can be difficult. We are suggesting, therefore, to allow as big a gap as possible between payments, that we bring Parentpay online for Stay & Play from Autumn 1 2017 bookings. This will mean you will pay in July for your September to October booking, and then pay in September for your Summer 2 2017 booking. This is why we have advised these changes as early as possible.

If you have any questions about the above information, please do not hesitate to either email sap@cheddonbwmat.org or telephone the school office.

Whilst these changes will take a little while to become routine for us all, we know that parents have been requesting this type of payment system for some time. We hope you will agree that the convenience of being able to pay whenever you want to will outweigh any interim juggling that you may need to do.

Thank you for your continued support.

Mr D Gordon
Head Teacher