

The Wacky Club

Great and Little Shelford Primary School

Dear Parents,

Please read the following carefully as it concerns **important changes** to the Wacky **Holiday Club booking** procedure **and** to the Wacky Club **Fees Policy**

Holiday Club Bookings

In order to try to reduce the number of unpaid Wacky invoices, the Wacky committee have decided to move to **payment in advance** for **all** Holiday Club bookings, for Shelford School pupils as well as non-Shelford School children. This change will take effect from the Summer Holiday Club. Booking forms for the Summer Holiday Club are now available and the forms **MUST** be returned with **full payment** for the sessions requested in order for the places to be confirmed.

Fees Policy changes

In addition the committee have made several changes to the fees policy in order to simplify the payment schedule for Wacky After School Club invoices. *Please read the updated Fees Policy (within the Wacky Club Policies and available on-line and at Wacky Club) and please note the main points below:*

****Maximum of 3 instalment payments****

****Invoices paid in full at the end of the term of the invoice****

For Holiday Club

- Payment in advance is required to secure Holiday Club spaces

For After School Club

- If settling an invoice in full, payment must be received at the latest **two weeks** after the date of invoice.
- you can spread the invoice payments over the **school's term** (previously '4 months') and pay in a maximum of **three** instalments, **subject to prior agreement with the Treasurer** (an email to the Treasurer at wackyclub@hotmail.co.uk is sufficient)
- if paying by instalments the first payment must be received at the latest **two** weeks following the date of the invoice
- the last instalment payment **must be paid by the end of the term in which the invoice has been issued**. Late payers will be subject to late payment penalties.

Changes to the late payments penalties

Stage 2: if no payment has been received two weeks after the receipt of the reminder letter, a warning letter will be sent to you asking for payment to be made within one week of receipt of the warning letter. A **£50 penalty** will also be added to the total amount due.

We hope that you can appreciate why these changes are necessary. Advance payment brings the Wacky Holiday Club in line with other holiday clubs in the area. If you have any queries regarding these changes, please contact us at wackyclub@hotmail.co.uk