

Pimperne CE VC  
Primary School



Pimperne Church of England (VC) Primary School  
Newfield Road  
Pimperne  
Blandford Forum  
Dorset  
DT11 8WF

Telephone/Fax: 01258 452025  
Website: [www.pimperne.dorset.sch.uk](http://www.pimperne.dorset.sch.uk)  
Email: [office@pimperne.dorset.sch.uk](mailto:office@pimperne.dorset.sch.uk)  
Headteacher: Mrs. F. Waller B.Ed. Honours

5<sup>th</sup> July 2017

Dear Parents

### New 'School Money' System

- for Breakfast Club
- for After School Club
- for Club Payments
- additional Activity Payments
- for educational visits
- for all school money payments for all families

A user guide for parents is now available on the school website under the **Parent** heading, under the sub heading of **School Money**. If you require a hard copy, please contact the office.

### Breakfast/After School Club – Booking and Payment System – September 2017

From September 2017 parents will be able to book Breakfast Club and After School Club sessions for the whole half term, for each child using School Money (our new and much improved online system). You will receive a text and email with the link and your password, please enter the mobile number and email address that we hold for you when logging in.

A user guide for parents is now available on the school website under the **Parent** heading, under the sub heading of **School Money**. If you require a hard copy, please contact the office.

The new system will be available to trial over the last few weeks of the summer term. This allows us to offer the office staff as technical support to help you with any queries.



**All bookings for the Breakfast Club or After School Club must be made by 09.00am on a Friday for the following week, i.e. sessions required between Tuesday 5<sup>th</sup> September – Friday 8<sup>th</sup> September, must be booked and paid for by 09.00am on Friday 1<sup>st</sup> September.**

In order that we comply with the correct staff/pupil ratio requirements, we will be unable to accept any child into Breakfast Club/After School Club that has not been booked in. The safety and wellbeing of your child is our main priority and staffing is arranged to comply with our numbers. If you have forgotten to book your child in, please speak to a member of the Office staff, who will inform you whether we have space available for your child and instruct you on how to make payment. As staffing levels are organised in advance, we must also charge for places booked that are then cancelled at short notice (under 24 hours). Please be aware – the booking system is different to the ‘attendance registers’ that comply with Health and Safety regulations. All children entering Breakfast Club **MUST** still be signed in by an adult. All children at After School Club **MUST** still be signed out, at collection time by their adult.

### **Information for all Parents**

#### **LATE COLLECTION**

We ask that as parents, you collect your child promptly at the end of the day. Occasionally, life gets in the way and a telephone call to the office enables classes to tell your child that you will be late pre-empting any distress.

Children, who are persistently late in being collected from the class teachers at 3pm, will be entered into After School Club and a nominal charge of £5.00 will be applied to your account, for each session that a child is entered into. The £5 charge covers the first 50 minutes of ‘late’. Further charges will apply past 4pm.

Please may we ask, should you be requiring provision for Breakfast/After School Club next academic year (from Tuesday 5<sup>th</sup> September) that you make any bookings for the first two weeks of September, by the end of **this term**.

‘School Money’ is to be used across the school for a variety of purposes. It will be linked to our text messaging service and offer reminders about costs for additional activities or clubs.

We also hope that we will be able to offer a ‘booking service’ for productions, concerts, parent consultations (no charge for those) in the near future too, enabling us to reach all our families especially those that don’t make it to school that often.

If you have any queries, please do not hesitate to contact the office and they will assist you.

Yours sincerely



On behalf of the Administration Team  
Mrs Fiona Waller  
Headteacher