



Wednesday 29th November 2017

Dear Parents/Carers

OOHA Club Changes from 1st January 2018

There are a number of changes to the OOHA Club policy, commencing from 1st January 2018, which we want to make you aware of. The changes in policy are designed to allow the club to run more effectively and most importantly, ensure securing a place at the club is fair for all families. The changes to the policy fall under three main headings: Booking, Cancellation and Finance. From 1st January how you book, cancel and pay for OOHA club sessions are expanded below.

Booking

OO-HA sessions are limited to 30 children, due to space restrictions. It is important that sessions are booked in advance to allow the opportunity for all children to participate, to ensure welfare arrangements are adhered to and to allow the Club to maintain capacity bookings. At the end of the academic year parents are asked to complete a booking for the following year*. **Upon confirmation from the Club Manager these sessions will be secured for the remainder of the academic year and monthly invoices will reflect the secured booking. Any amendment to agreed bookings must be made in writing one month in advance of the change.** Ad hoc sessions are subject to availability. Additional sessions, eg training days or holidays, may be organised by the Club and are subject to viability and staffing availability. Information regarding booking and payment will be provided when these sessions are advertised.

**For this academic year only bookings forms will be distributed in December. Upon confirmation from the Club Manager these sessions will be secured for the remainder of the academic year and the terms and conditions stipulated above will apply.*

Cancellation

If a session has been booked and the child does not arrive, the session will still be charged. **To cancel a session or to amend your booking you must give one months' notice.** If a child is unable to attend due to an **authorised** illness, no charge will be made.

Finance

Sessions will be invoiced in advance on a monthly basis, eg sessions booked for February will be invoiced at the end of January. Any ad-hoc sessions will be invoiced at the end of the month e.g. ad-hoc sessions for February will be invoiced at the end of February. Payment can be made by cheque, cash, standing order or one of our approved Childcare voucher schemes. An administration charge of £5 will be made if a cheque or standing order is returned. All cheques should be made payable to St Chad's Primary School.

Should you have any questions regarding any of the information detailed above please do not hesitate to speak to me.

Yours sincerely

MRS A A DUNN
Head of School

MR A PASSMORE
OOHA Club Manager