

Brompton and Sawdon Community Primary School.

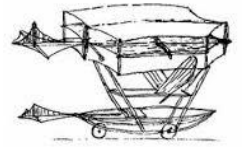
Interim Headteacher: Mr O Cooper

Tel: 01723 859359

Cayley Lane, Brompton by Sawdon, Scarborough YO13 9DL

email: admin@bromptonsawdon.n-yorks.sch.uk

website: www.bromptonsawdonschool.co.uk



Ready To Fly



14th February 2020

Dear Families,

GENERAL COMMUNICATION

In our efforts to move towards a more environmentally friendly school, we are keen to move the majority of our written communication with you to an electronic version. This will be through either Class Dojo, ParentPay, emails or text. In order to make this work effectively, it is really important that we have your correct details on file. Therefore, please could you **email the school office (admin@bromptonsawdon.n-yorks.sch.uk) from the email account that you wish to receive school communications to. Please title the email with the name/s of your child/children and your mobile telephone number. Please can you do this for every parent/carer that wishes to receive email/text communication.** Once these details have been logged, we will reply back to you to confirm that it has been received. The original email will then be deleted and not kept on file. Please can you do this by 24th February 2020.

CASHLESS SCHOOL

Where possible, we aim to have no cash within school. In order to improve on this, we will be using ParentPay more for all events where money is required. This will include charity donations when possible. Please ensure that you have **activated your ParentPay account**, and are keeping up to date with payments and news. We will be becoming more stringent in the management of payments, and will chase all outstanding debts on a weekly basis.

Parent Lunches – thank you so much to everyone who has come into school, and joined us for lunch. We really enjoy having you see what happens in school. The payment will now be done through ParentPay, and will be £3.10. Please ensure you book your place by 12noon on the Tuesday (lunch this term is on a Wednesday), by calling the school office (01723 859359).

CHANGES TO BROMPTON BUDDIES

From 24th February 2020, we will have a new booking-in system for Brompton Buddies – our wrap-around care. You will no longer need to phone to book in. Instead you can book directly through ParentPay. This is now set-up, so you will be able to make your own booking over half term

BOOKINGS:

Bookings must be made per event type and per child:

- Early Breakfast Buddies (7.45am – 8.40am) £4.00
- Standard Breakfast Buddies (8.00am – 8.40am) £3.00
- Standard Afternoon Buddies (3.30pm – 4.30pm) £3.00
- Late Afternoon Buddies (3.30pm – 5.30pm) £5.00

Cut off times for booking will be 30 minutes before the session starts.

Any last minute, emergency bookings can still be made by contacting the school office directly (01723 859359)

You will be able to book up to 100 days in advance.

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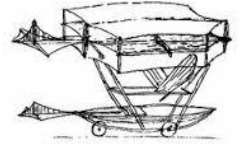
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Instructions:

1. Go to www.parentpay.com and log in
2. Select the **child** you wish to make the booking for
3. Select **Bookings**
4. Select **Make or View bookings**
5. Select the **time of day** that you wish to make a booking for:
 - Early Breakfast Buddies (7.45am – 8.40am) £4.00
 - Standard Breakfast Buddies (8.00am – 8.40am) £3.00
 - Standard Afternoon Buddies (3.30pm – 4.30pm) £3.00
 - Late Afternoon Buddies (3.30pm – 5.30pm) £5.00
6. Select the **week to view**
7. Select **make or view bookings**
8. Make the required bookings
9. A summary will then be displayed at the bottom of the page with any previous unpaid bookings shown in red.
WARNING: Any bookings must be confirmed and paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.
10. Review the booking summary, and then select **Confirm Booking**
11. Any credit in your Parent Pay account can be used to pay for clubs. Any remaining costs can then be paid in your usual way.

PAYMENT:

Your child's account must be in credit to make a booking. The session charge will only be deducted once the session has taken place. If a session is booked and there are no funds, you will be sent a ParentPay warning to add funds. If funds are not submitted, the session will automatically get cancelled. If your child is ill or you wish to change a session on the day it is due to take place, these changes will be made by school and you will not be charged. Please let the office know (01723859359).

CHILDCARE VOUCHERS:

If you pay by Childcare vouchers, you must still ensure credit is available which will mean paying in advance rather than at the end of the month. If this is a problem, then please get in touch with Mrs Hargreaves. Again, charges are only deducted once a session is taken.

I appreciate that that this is a lot of information to take in, but hope you can appreciate that we are aiming to help make our processes in school simpler and easy for all, whilst at the same time helping the environment. We are hopeful that this will be a seamless transition, but please do bear with us with initial teething problems.

Many Thanks for your co-operation, and have a wonderful Half Term.

Mr Cooper
Acting Headteacher