



Headteacher
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Wirral Education Committee

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Dear parents / carers,

Following the introduction of our new Arbor system with the provision of booking for clubs via the app, it has come to our attention that some children have been attending the club without paying or booking for the club in advance as required. This has an effect on all pupils attending the club due to multiple H&S reasons.

It is a safeguarding requirement that ALL places for both Breakfast Club and After School **are booked and paid for** in advance of your child attending the club. Your child's name will only appear on the register of bookings after it has been paid for, **not** just booked.

Food for the coming week's Breakfast and After School Club has been ordered based on the number of pupils on the registers for this week, if you have not yet paid for the club, your child's name will not be on the register. For next week they will still be able to attend, but we ask that payment is made before your child attends the club so they will appear on the register.

For future weeks, food will be ordered every Wednesday, so we ask that all bookings for following weeks must be paid for by every Wednesday morning.

To enable long standing bookings to continue, we have altered the app slightly so that parents who have made long standing permanent bookings can pay a variable amount, which will enable a weekly or daily payment, however, **you must ensure that you have at least paid for the following week by every Wednesday morning.**

Every payment option is available on the app, including those who pay via the childcare grant. The 15% payment made by parents has been calculated on both a daily and weekly basis, so if your college/university pays the fees, you must still make your 15% payment when booking.

If you do have trouble paying via the app, please call the school as we can also take card booking over the phone. We are looking into getting a card machine for in school but for now, we ask that all payments are made on Arbor or over the phone to the office.

Thank you for your co-operation during the launch of Arbor, your support has been greatly appreciated.

Very best wishes,

Miss Devon
Office Manager