

Headteacher: Mr D Lawford



# St. James' CE First School and Nursery

St James' CE First School  
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Friday 11<sup>th</sup> October 2024

Dear Parents and Carers,

As most of you are aware, the school and nursery merged provisions over the summer break allowing us to operate as one entity. As part of this process, the breakfast and afterschool provisions are now maintained by the school and are collectively referred to as 'Wraparound Care'. As we move to bring some of the Cottage processes in line with school policies, there will be some changes that we start to bring in over the coming months. For school age children (Year R to 4), the first of these changes will begin after half-term. (For those with nursery children, most of the financial changes will happen in January but I will write separately about this.) Historically, wraparound provision has been invoiced a month in arrears (for example, sessions booked in September will be invoiced at the start of October).

For after-school provision for Autumn 1, two invoices will be produced from Family. One for September and another for October. These should be paid in the usual way but to the DSAT account below.

**Account Name:** DSAT T/A St James CE First School  
**Sort Code:** 30-97-41  
**Account Number:** 74770960

\*If you are using Tax Free Childcare, please ensure you have updated your listed provider to the St James' First School and Nursery.

From November 4<sup>th</sup> the following will change take place:

- All bookings for wraparound care will move onto Arbor. Places will still be allocated in the same way and your provision is reserved for the year.
- Payment for after-school provision will be made up-front via Arbor for the half-term and will no longer be taken in arrears.
- Your Autumn 2 sessions have already been allocated and the half-termly account balance is now listed on Arbor as 'Wraparound Care'. This payment is due to the school by 22<sup>nd</sup> November.
- You will need to top up your Wraparound Care account to clear your balance, much like you do for meals. If you do a transfer from the Tax Free Childcare Account, we will then use these funds to clear your account balance. Top ups for Autumn 2 will go live Wednesday 16<sup>th</sup> October.

## Booking Online using Arbor

We have set this all up on Arbor for those children who already have a regular pattern of wraparound care. Once you have confirmed your place and completed payments, we will then communicate with the rest of the school with regards to remaining spaces.

Kind regards,

Mr Lawford

**Believe & Achieve** "I will show you my faith by my deeds" James 2:18

Love | Hope | Truth