

Crofton Hammond Infant School

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Headteacher: Sian Hosmer

Deputy Headteacher: Ruth Halbauer

22nd September 2022

Dear Parents/Carers,

Wraparound Care Provision

Over the past few terms, we have seen an increase in the usage of our wraparound care provision and in order to ensure fairness to all families who require either breakfast or afterschool sessions we have reviewed our booking process. Therefore, starting from next half term, ALL sessions, regardless of how you pay, will need to be booked in advance via our school money system. The sessions for November and December will be available for booking from **Monday 10th October**.

Change of booking process for voucher payments

If you have previously paid, or would like to pay in the future, with childcare vouchers we need to ensure your funds are on your account in order to make the booking. To ensure we can place these funds on your child's account in sufficient time, we are advising payments are requested by **Saturday 1st October**. Once the school receives the money, it will be transferred onto your child's account and a receipt will be sent out on email – so please ensure your contact details on the school money system are up to date.

This changes only relates to families who pay using childcare vouchers. If you pay via credit card there is no change to the process.

Service Personnel childcare funding

Eligible Service personnel (tri-Service) can now apply for up to 20 hours per week, term time only, of wrap around childcare funding for 4 – 11 year olds. If you are interested in using this funding then you will need to register for a Tax-Free Childcare (TFC) account with HMRC for each child that you wish to claim for. You can do this by following this link <https://www.gov.uk/tax-free-childcare>. Once you have a TFC account, please email your reference number, and the amount and date you paid, through to adminoffice@croftonhammond-inf.hants.sch.uk. Without your reference number, we will be unable to identify your payments, which means the funds cannot be applied onto your account. Again, we are advising payments are requested by **Saturday 1st October** in order to be in a position to request sessions for November and December.

Reminders

Please note, due to staff requirements and food ordering, any sessions not required within 48 hours are non-refundable. Also, as we produce the wraparound care registers on Fridays, should you require any changes to your booked sessions for the following week please advise the office (via email, telephone or text message) rather than amending online.

Many thanks for your support and understanding. Should you have any questions regarding this letter please contact the office, where we will be happy to help.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Hosmer'.

S Hosmer
Headteacher