

# RAINOW PRIMARY SCHOOL

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*Caring, Learning, Achieving.*

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Dear Parents,

As you may be aware, our Before and After School Clubs are extremely popular and numbers are greater than they have ever been. Whilst this is good news for the school, it has also resulted in increased administrative demands, which in turn has led us to review our invoicing and payment system.

For this month, you will be invoiced tomorrow (which will include a 'guestimate' of your sessions for next week). **It would be most helpful if all payments for March sessions could be made no later than Thursday 29<sup>th</sup> March to assist with our end of financial year procedures.**

From April onwards, we will be changing our systems to a 'book in advance' and 'pay in advance system'. What does this mean for you? Basically you must ensure that you have paid for all sessions used in a month ***by the end of that month***, otherwise you will receive a late payment fee. (To avoid this, you may wish to keep a small credit on your account).

At the start of the following month, all payments for the previous month will be reconciled against sessions and invoices will only be issued if you are in debt.

If you are in credit, this will be automatically carried forward to the next month.

If you currently pay by cash or cheque, it would be greatly appreciated if you would consider paying via epayments (please click [here](#) or paste the URL below into your browser for further information).  
<http://www.rainowpri.cheshire.sch.uk/page/school-epayments/1131>

Yours sincerely,

Ms De Ruiter  
After School Club Manager

Mrs Tobin  
Breakfast Club Manager

