



Learning Today, Leading Tomorrow

Bishops Down Primary School
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Headteacher: Mrs C Owen

6th July 2018

Dear Parents and Guardians

Changes to Nursery Costs and Invoicing

From September 2018, we will be using School Gateway for all payments to the school. This will include Nursery Lunch Club and Nursery Buy In sessions. You will need to download the App if you haven't already done so. I attach details again on how you do this.

Please note that Nursery Buy In sessions will be increasing to £16.50 per session and Nursery Lunch Club will be increasing to £4.20.

From Term 1 of the new academic year (Tuesday 4th September - Friday 19th October - 7 weeks), your Nursery Lunch Club invoices will be payable in advance. Please make sure this is paid. Otherwise your Lunch Club sessions won't be confirmed and you will have to collect your child at 11.45, returning them at 12.30 if they are due to stay for the afternoon.

Your Term 1 invoice will reflect the Lunch Club bookings that Jo Sheldon has. You will need to go back to Jo to make any changes.

Any sessions that are missed during the pre-paid term will result in a credit. Credits will roll over to the next term, reducing your next term's balance. If there are any credits on the date your child leaves nursery, these will be refunded to you.

Nursery Buy In sessions will still be bookable via Jo Sheldon, Admissions Secretary, but instead of paying on Parentpay, you will need to pay via School Gateway in advance of the Buy In Session.

If you have any issues with payments, please contact me on finance@bishops-down.kent.sch.uk or 01892 520114 in order for me to resolve it.

Kind regards,

Nia Lucas
Finance Officer