



Cherry Orchard, Castle Hill, Ebbsfleet,
Kent DA10 1AD

Tel: 01322 242011

Email: office@cherryorchardprimary.org.uk

Principal: Mrs J Forsythe BSc (Hons) NPQH



28 January 2020

Dear Parents / Carers

Re: ParentPay for Extended Schools Provision, school trips and activities

You will be aware, from previous correspondence, of our intention to be cash/cheque free by introducing ParentPay for future Extended Schools' registrations, including Breakfast Club, After School Provision and all After School Activity Clubs - as well as for future school trips and activities. We hope this will make bookings and payments easier for parents, as you will be in total control of bookings for your own child via the ParentPay app.

We are currently in the process of setting up club registrations for Term 4, but these will be later than expected - so please bear with us as we continue to receive training in school over the coming week, enabling these setups to be completed. You should receive an email, once clubs are available for booking, but we will be extending this term's booking period until the end of the first week of Term 4, to make sure parents have sufficient time to complete their registrations.

*This **will not** affect payment for School meals, which remains payable direct to Olive Dining in their printed envelope, available from Reception.*

Overleaf you will see a personal letter from ParentPay, with your own unique log in details. You should follow the instructions to create your own account with ParentPay, so that you are ready to book your required provision, once this is released. Please note, payment on your account will need to be up to date, before any bookings for T4 can be accepted - **so it is vital your account is showing a nil balance before you try to complete any bookings**. This will need to be completed by Monday 3rd February to enable Finance to carry over a zero balance to ParentPay. Please contact Finance if you unsure if you have an outstanding balance.

There may be some teething problems with the initial setup, so for this reason, we are anticipating that ad-hoc bookings, at the increased rate, may need to be requested by telephone, once registrations for T4 have closed. This will be reviewed for T5 as we all become more familiar with the booking process.

Registration for February half-term Holiday Club, has already been released on the usual google form and should continue to be booked via the link on the Academy website.

We are delighted to say that Miss Bill has come back to us to rejoin the Extended Schools' Team, after her successful venture into Reception, so one of us will endeavor to answer any queries you might have in regard to the new booking process. Please bear with us, as we strive to oversee the changeover from google form registrations, to ParentPay; if we don't know the answer immediately, we will find out and come back to you.

Please be aware that Miss Bill is working in class during the day, so leave a message on the extendedschools@cherryorchardprimary.org.uk email address and we will get back to you – or call after 3:30pm to speak to a member of the team.

Yours sincerely,

Mrs. S. Williams
FLO – Extended Schools Team
Cherry Orchard Primary Academy

Miss N. Bill
Clubs Coordinator – Extended Schools Team
Cherry Orchard Primary Academy

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