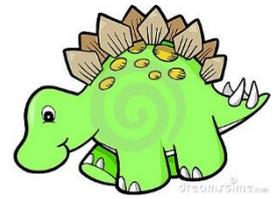


JIGSAUR BREAKFAST & AFTER SCHOOL CLUB



There have been a few changes to the way we do things (including a new look invoice), so please read carefully.

REGULAR BOOKINGS

- All regular bookings will be invoiced monthly per child at the beginning of the month.
- The payment of invoices is required by the end of the invoiced period (ie May invoices should be paid by 26th May).
- Please make sure that you have completed a registration form for all regular bookings.
- At least three whole school days' notice is required for the cancellation of a booked session.
- No refunds will be given for a cancelled booking – credit will be carried forward to the next month's invoice.
- If you need to make changes to your regular booking, please complete a new registration form at least 3 whole school days before the change is required.
- If you are in receipt of Pupil Premium funding, please remember that this pays for a maximum of 2 sessions per week; more than two regular sessions will be invoiced to parents.

ADHOC BOOKINGS

- Adhoc and last minute bookings of sessions is possible, as long as we have the availability.
- Please complete a registration form and make payment at the time of booking.
- If you are making a last minute booking by phone on the day of the required session, please ensure that payment is made to Jigsaw staff when collecting your child(ren).
- The first afterschool session is from 3.15 to 4.15pm. If you are late picking up your child (after 4.20pm) you will be charged for the second session too (additional £4.50). This additional charge will be payable to the Jigsaw staff when collecting your child(ren).

Please also remember that:

- Jigsaw Afterschool Club closes daily at 5.45pm. Please be prompt in picking up your child(ren). Your assistance in this is much appreciated.
- Registration forms are available from outside the school office, or to print from our website www.nailsworthschool.org.uk
- Pupil Premium funding does not cover the 2nd Afterschool session. If you have a regular booking of the 1st session, and are late collecting your child (after 4.20pm), you will need to pay the additional £4.50 to Jigsaw staff at the time of collection.
- **All outstanding fees must be cleared by 17th July 2017.**

