



25<sup>th</sup> April 2025

Dear Parents and Guardians,

We are writing to inform you about a change to the booking and payment structure via Arbor for Beadies Before and After school Club for the upcoming term.

In an effort to reduce late payments and debt accruing on accounts, from September 2025 your account will need to be in credit in order for you to book any sessions for your child(ren).

Beadies has always requested payments in advance, so this process aligns with our current terms and conditions. We are providing this advance notice to ensure that parents and guardians have sufficient time to settle any outstanding balances and prepare to make payments in advance ahead of the September term.

**Current Charges:**

- **Before School Care:** £5 per session
- **After School Care:** - £4 for 1 session, (15.15pm-16.15pm)  
- £8 for 2 sessions (15.15pm-17.15pm)  
- £12 for 3 sessions. (15.15pm-17.45pm)

**Example:** There are 20 school days in September. If a child attends every morning and every afternoon for 2 sessions until 17.15pm. The daily charge is £13. In order to book all the sessions for the month of September a payment of £260 would need to be made (20 x £13). Alternatively, you could do this on a weekly (5x£13= £65) or daily (£13) basis depending on availability. (These figures are examples based on the sessions selected and the totals will vary depending on which sessions you select to book)

**Important Information**

- Payment can be made via Arbor, by cash to the office or by childcare vouchers.
- Payment via vouchers also need to be made in advance. Please let us know via email in the usual way when a payment has been requested along with the reference number. As soon as the payment has been applied to your Arbor account, bookings will be made available to you.
- Please note that if payment is not received, your child will be unable to attend Beadies.
- Cancellations cannot be completed via the portal and must be submitted in writing by letter or email to the office. There will be a £5 admin charge for any bookings cancelled with less than 5 days' notice.
- Should you experience any difficulty making payment, or if you require an alternative arrangement, please contact the school office on 0161 764 3781 or [office@sjsb.stoccat.org.uk](mailto:office@sjsb.stoccat.org.uk) as soon as possible.
- Please refer to our Terms and Conditions which can be found on our website.

We appreciate your understanding and cooperation. If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your continued support.

Yours sincerely,

Mrs Myerscough  
Executive Headteacher  
St Joseph & St Bede Primary School

Headteacher  
Mrs J. M. Myerscough

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