



Kelvin Grove Primary School

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18th September 2020

Dear Parents and Carers,

RE: CLUB CLOSURE CREDIT NOTES 2019/2020

I wanted to write to you to confirm how we have credited your Club Xtra and Breakfast Club accounts during the school closure. No contract holders were charged for either of these services during this time as the provision was only open to critical workers.

To compensate, we applied credit notes to all SIMS Pay accounts to cover this period. These credit notes were calculated by deducting X 14 weeks of attendance from your annual club charges, and were applied to the SIMS Pay between 1st / 3rd July 2020. Previously the charges for the 38 weeks were split between September and June (with a December and July payment break) so to make it easy, we have looked at the whole year and deducted 14 weeks from the original 38.

Please see the table below for a breakdown of the credit notes applied, plus an example of how they were calculated:

CLUB XTRA		BREAKFAST CLUB
1 Day - £161	1 Day Sibling - £147	1 Day - £49
2 Days - £322	2 Days Sibling - £294	2 Days - £98
3 Days - £483	3 Days Sibling - £441	3 Days - £147
4 Days - £644	4 Days Sibling - £588	4 Days - £196
5 Days - £805	5 Days Sibling - £735	5 Days - £196

I.e. 1-Day Club Xtra Contract (2019-2020)

= £11.50 X 1 session X 1 week = £11.50 X 14 weeks (closure) = **£161 CREDIT NOTE**

= £11.50 x 1 session X 1 week = £11.50 X 24 weeks (attendance) = **£276 PARENT PAYMENT**

I.e. 1-Day Breakfast Club Contract (2019-2020)

= £3.50 X 1 session X 1 week = £3.50 X 14 weeks (closure) = **£49.00 CREDIT NOTE**

= £3.50 X 1 session X 1 week = £3.50 X 24 weeks (attendance) = **£84 PARENT PAYMENT**

Once again I would like to remind parents/carers to pay any remaining fees from last year's contracts before signing up for our new club services.

We will be contacting account holder's direct to request any outstanding payments. Please do not hesitate to call the office if you have any further questions regarding clubs.

Your sincerely

Louise Watson



Headteacher: Ian Hyde
Deputy Headteachers: Tara Magee and Kris Clark