

Welcome SPLATS 2018 Newsletter

Dear Parents

Welcome back to all parents and a warm welcome to all the new parents joining Splats this year. We hope you've all had a lovely break and have settled back into the swing of school life!

We wanted to share some useful information at the start of term so that everyone is clear about how Splats operates and where to go for information.

Splats is overseen by a volunteer parent committee. Chairperson is Tina Scott, Treasurer is Artwell Mpofo and Secretary is Claire Kitson. Day to day operations are managed by Kati and Pat at school.

If your enquiry is about booking your child into a Splats session or cancelling a session (24hr Notice), then please speak to Kati or Pat at school. **We reserve the right to charge for the session if not cancelled appropriately.** Their numbers are **07752741165** and **07714324888** respectively.

If you have an enquiry is about **invoices**, feedback or suggestions for enhancing the care at Splats then you can contact us by email at splatsnsploidges@hotmail.co.uk We are all full time working parents so please be patient if we don't respond to you straight away.

Artwell will invoice for your sessions monthly, usual first day following the attendance month. We prefer sending all invoices by email so if we have not got your email address, please let us have it as soon as possible. Payment is due within **seven days** of invoice. Prompt payment minimises the time Artwell needs to spend reconciling throughout the month, so we would be grateful if you could oblige. **Please note payment received after the invoice due date will be subject to a 'late payment charge'. Late payment charge' equates to 15% of the invoice total amount and will be added to next month's invoice.**

We prefer Online payment (bank details on the invoice) but will accept a cheque if required. Please hand to Mrs Wass and she will pass it on to us **No cash please**. When making online payments please clearly reference your child's name or the invoice number as it can be difficult to match up anonymous payments to outstanding invoices. If paying by Childcare Vouchers our reference is **P20701757**.

Lastly, we would welcome new committee members to assist us to provide the best after school club for our children. Please email us if you would like more information.

We would also like to make you aware that we are reviewing our Charges as they have not changed for a number of years. If approved by the Committee, the new charges will be from the start of January 2019. Please be mindful of this if you are making plans for the New Year.

We hope this covers everything and thank you for using Splats.

Yours Sincerely

Splats