



School Lane, Newton Burgoland, Leicestershire LE67 2SL. Telephone: 01530 270320

Email: [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) and Website: [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

## Together We Can Achieve Excellence

Dear Parents/Guardians,

### CHILDCARE VOUCHERS – PAYMENT FOR BEFORE & AFTER SCHOOL CLUBS

Parents that are in receipt of Government Childcare Vouchers can use them to pay for before and after school clubs. Please see the Government website for more information on vouchers - <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

If you choose to use your vouchers to pay for clubs you will need to carry out the following actions: -

- Inform school of your intention to pay for club by vouchers, return the after school club slip or email; [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)
- Contact your voucher provider and inform them that Newton Burgoland Primary School will be supplying your child care, see school details on letterhead; if requested, they will need our main email address as contact (see above).
- Let your childcare voucher provider have a copy of any club letters if requested; see our website.
- Early Bird Club – due to administration time constraints we are unable to accept a single day club payment – please pay termly or half termly amounts. Advance payments show on your account as a credit.

Once we receive notification from your voucher provider a direct payment account will be set up. Payments will be made straight to the school bank account; **these must be easily identifiable with you.**

Please note that **it is your responsibility** to: -

- Resolve any issues that arise.
- Make sure your provider has the correct school contact information to enable an account to be created.
- Ensure that payments made to the school bank account are easily identifiable with you.
- Make sure your voucher provider has the correct payment information and pays the school, in advance, for before and after school clubs. We will only send 1 reminder of non-payment home; your child may lose their place on the club if it is not paid for.
- Pay for clubs in line with our School Club Agreement

Yours sincerely,

Sue Ward  
Head Teacher