

# MAYESPAK PRIMARY SCHOOL

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Head teacher: Mrs. C. Lamb



19<sup>th</sup> November 2019

Dear Parents / Carers,

As a school we are very proud to offer our families high quality extended childcare. Our Earlybirds breakfast club has run successfully for many years, providing our children with a great start to the school day. From 6<sup>th</sup> January 2020, our Earlybirds breakfast club will be run by an external company called 'Shine'.

Shine already runs very successfully in a number of Redbridge schools and it is from this recommendation that we have selected them. We are very confident that they will continue to uphold high standards; when last inspected by Ofsted, they were assessed as an 'outstanding' provision. As soon as their Ofsted registration number has been processed, we shall forward this to you. Please be assured that we will work closely with Shine to ensure your child receives the best care possible.

We have made the decision to change for a number of reasons. As a school we have found it increasingly difficult to ensure parents pay fees on time and this has resulted in both an increased workload for our finance team and a financial commitment that we are no longer able to sustain.

## Registering

If you think you would like your child to attend 'Shine' breakfast club, please ensure you complete and return the attached registration form by Tuesday 10<sup>th</sup> December. Registration is free and without registering, your child will not be able to attend, so it would be a good idea to register in case you need the facility in the future. Also attached is a booking form for the forthcoming half term. Please indicate which days you would like to book and return the form to the school office along with your registration form.

## Extended opening times

To help accommodate working families, Shine will open at an earlier time of 7:30am. You will be able to drop your child off in the usual way via the green gate at the side of the school.

## Fees and payment

When booking a place for your child, you will now have two options:

Option 1	Option 2
£5 per session	£4 per session
7:30 – 9am	7:30 – 9am
breakfast is provided	no breakfast



If you would like your child to receive breakfast the cost is £5 per session. If you would like your child to have breakfast before attending Shine, the cost is £4 per session. Please note that if you choose the second option, you are responsible for providing your child with breakfast before coming to school.

If your child receives pupil premium funding and therefore attends breakfast club at a reduced cost, the school will be honouring this arrangement and will pay the difference to Shine directly. You will need to pay the reduced cost in advance however as Shine will not accept your child if you have not done so. If you usually pay your fees using childcare vouchers, Shine will of course also accept these.

I would like to stress that you will not be able to book a place for your child in Shine without paying the fees due. **Payment in arrears is not possible.** Parents are required to deal directly with Shine regarding bookings. Please note their contact number on the attached forms. Mayespark will not be handling any finances that are due to Shine.

Please be aware that fees due to Mayespark for Earlybirds must be paid in full before the end of term (20<sup>th</sup> December 2019). This debt will not be written off as we need the finance to pay salaries.

We trust you will welcome this news and are confident that your child will enjoy their time in Shine. If you have any questions regarding this transition, please do not hesitate to contact me.

Yours sincerely,

Mrs Ige  
Assistant Headteacher



Redbridge  
Education  
Partnership

