

St Peter's CE Primary School

Chippenham Mews London W9 2AN

Headteacher: Mrs Alice Ducros

Deputy: Mrs Hattie Friedman

Telephone: 020 7186 0082

Email: office@stpeterscm.co.uk

Website: www.stpeterscm.co.uk



3rd December 2025

Dear Parents,

Changes to Club Payment

We are writing to inform you of some significant changes to the way enrichment clubs are booked after the Christmas holiday.

Following feedback from the recent survey and to enable families to benefit from Tax-Free Childcare, we will no longer be accepting cash payments for clubs. To manage the additional administration involved, we are introducing a strict cut-off date for both sign-up and payment and these deadlines will be adhered to.

New Payment Options:

There are two ways to pay for each club:

1. ParentPay
2. School bank account via your Tax-Free Childcare account

A separate letter will be sent out on **Friday** with all the booking links of the clubs that are available. On the booking form, you will need to indicate whether you are paying via Tax-Free Childcare or ParentPay. If you choose Tax-Free Childcare, please provide your child's reference number on the form.

Clubs are now available to book via ParentPay and you will only see the clubs available for your child's year group. The clubs will start on **Tuesday 6th January** and will run until **Friday 13th February**.

Important Deadlines:

- Payment deadline: Friday 2nd January
- Payment checks: Monday 5th January

If you are paying via Tax-Free Childcare, please email office@stpeterscm.co.uk once you have sent the funds so we can confirm it. Please note that when you top up your Tax-Free Childcare account, it can take a few days to clear so please factor this in when making payments to meet the deadlines.

To ensure this new system runs smoothly, we will not make any exceptions for late sign-ups even if there is still space.

Invite, Include, Imagine, Inspire

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Once the final lists are printed on Monday 5th January, they will be definitive. Offering flexibility would significantly increase the workload for our office staff.

Thank you for your cooperation and we hope you find this new method more convenient and affordable. We look forward to sharing our enrichment offer with you on Friday. Please read the information carefully and it would be greatly appreciated if parent reps could send reminders.

Kind regards,
Alice

Alice Ducros
Headteacher