



BOOKINGS

- **All bookings** must be emailed to ooscbookings@weltonprimaryschool.com, this includes bookings, cancellations and changes to permanent bookings.
- Only emergency bookings will be accepted after 2.30pm by telephone.
- 7.30am bookings are limited, therefore please send any requests to the above email address.

PAYMENTS

- Payments can be paid by either cash, cheque, childcare vouchers or ParentPay.
- Any communication regarding payments must be emailed to ooscpayments@weltonprimaryschool.com.
- You can view your accounts on ParentPay and this is updated every Friday. These will show your charges and your payments.
 - ❖ Payments for families will be under your youngest child's account only, but will account for all of your family.
 - ❖ Fees will just show a weekly cost, not a breakdown. If you have any queries regarding your fees, please email ooscpayments@weltonprimaryschool.com.
 - ❖ Please remember that we do require **72** hours notice for cancellation of bookings, otherwise you will get charged.
 - ❖ You may still pay by cash or cheque to the school office, and these will be updated on the ParentPay system every Friday, however we would prefer payments to be made by ParentPay or childcare vouchers.
 - ❖ Childcare vouchers will be updated on the ParentPay system every Friday.

Please note that it is the Out of School Club policy that fees are paid in advance or on the same week that your child/children have attended the club.

Any problems, please contact the School Office on 01482 667222 or by emailing office@weltonprimaryschool.com