



3 October 2017

Dear Parents

From next half term we are trialing a new booking system for before and after school clubs. The new system will still use ParentPay for payments and it will operate as follows : -

- 1) The club list will be emailed to all parents 2 weeks before we break up for the next holiday. A text message will be sent to alert you that this has been emailed out to you.
- 2) Clubs will already be set up on ParentPay so you can log in and reserve a place for your child on whichever club they wish to attend.
- 3) Places are reserved and confirmed when you make a payment. You cannot book a place without making a payment. If the system accepts your payment – your child's place at the club is confirmed and secure.
- 4) All clubs are offered on a first come, first served basis – this includes any 'free of charge' clubs, for which there is always a high demand.
- 5) Most clubs are offered for a limited number of pupils – when this limit is reached you will not be able to book a place.

By changing the booking system, we hope to eliminate the issue of booking slips getting lost before getting to the office and confirmation slips getting mislaid between home and school. Also, as you are no doubt aware, all schools are under a great deal of financial constraints at the moment and any savings we can make on paper and printing costs, chasing up late payments and bad debts, will help us to save money on administration and help us direct our spending on vital learning resources instead.

Of course, if you need any help making a booking, please do not hesitate to call into the office and we will be more than happy to help you, and guide you through the process.

Kind regards

Alex Sykes  
School Business Manager



CONFIDENCE  
LEARNING  
ENJOYMENT  
ACHIEVEMENT  
RESPECT

Holmfirth J I & N School  
Cartworth Road • Holmfirth • HD9 2RG  
Tel 01484 687565  
E-mail [office.holmfirthjin@kirkleeseducation.uk](mailto:office.holmfirthjin@kirkleeseducation.uk)  
Website [www.holmfirthjinschool.net](http://www.holmfirthjinschool.net)

