



# Ark Little Ridge Primary Academy

4<sup>th</sup> January 2018

Dear Parents/carers

Following a review of our after school club (Rocking Ridgers) provision, and to ensure the safeguarding of pupils, the school have identified the need to modify the booking system for parents.

The new system will be as follows:

1. Parents will book Rocking Ridgers for the days they require for the forthcoming week or term.
2. If a child **will not** be attending Rocking Ridgers on their allocated day then parents **must inform the school that morning.**
3. It will not be possible for children to attend Rocking Ridgers on days they have not pre-booked for.

The online booking system in ParentPay is now live, so that from week commencing Monday 15<sup>th</sup> January, **a child's place on the club must have been booked via ParentPay**, the same payment method which is used for school dinners. If you are already registered for ParentPay, you need do nothing other than select the After School Club instead of School Lunches. If you have a child in Years 3/4/5 or 6 and are not registered for ParentPay, please contact the school office and they will give you a registration letter to do so. Children in Reception, Year 1 and Year 2 will be sent home registration letters tomorrow as they are not required to be registered for school dinner payment until they are in Year 3.

This system will ensure that accurate registers are maintained and allow staff to plan activities appropriate for the number of students expected.

We thank you for your support with this.

Yours sincerely

Mark Rankin

Head of School

**Ark Little Ridge Academy**  
Little Ridge Avenue  
St Leonards-on-sea  
East Sussex TN37 7LR  
T 01424 752 266  
info@arklittleridgeprimary.org  
arklittleridgeprimary.org