



 **The Swallowtail Federation of Church Schools** 

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

## Hickling C of E Infant School

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Executive Head: Julie Wones

Dear Parents/Carers

### 1<sup>st</sup> January-31<sup>st</sup> March - Hickling Pre-School

To bring us in line with Catfield School we will be invoicing slightly differently. We will invoice the 1<sup>st</sup> January to 31<sup>st</sup> March all in one go, however it can be paid in two instalments. We currently have your child booked in for the sessions listed below January to March. We require confirmation that these are still the sessions that are needed. Please could you check and sign and return the slip to the office no later than **Monday 3<sup>rd</sup> December**. Invoicing for unfunded sessions will take place week commencing 10th December. Payment dates will be Friday 4<sup>th</sup> January and Friday 1<sup>st</sup> March.

If you require further sessions or a change to your child's sessions please bring this letter to the school office to discuss. Obviously we cannot guarantee we will be able to accommodate any changes.

Yours sincerely

Gayle Edwards  
School Administrator  
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### Pre-School January - March 2019

Name of Child: \_\_\_\_\_

	Funded	Non-funded
Mon AM		
Mon Lunch		
Mon PM		
Tues AM		
Wed AM		
Wed Lunch		
Wed PM		
Thurs AM		
Thurs Lunch		
Thurs PM		

Number of sessions booked Jan - March: \_\_\_

Number of funded sessions available: \_\_\_

Number of unfunded sessions (@ £10.00 or £8.50 per session): \_\_\_

I confirm that these are the sessions my child will be attending (yes/no)

I understand that I will be invoiced for any unfunded sessions (yes/no)

Date .....

Name of Parent: .....

Signature of parent: .....