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Tuesday 14th October 2025

Payment Deadlines for School Events

Dear Parents and Carers,

As a school, we aim to provide enjoyable events and enrichment opportunities for all our pupils. To organise these effectively, we set **clear deadlines** for payments and permissions, providing families with **ample notice and reminders**.

These deadlines are not arbitrary — they are crucial for:

- Ordering food and refreshments;
- Booking and paying for events, activities and transport;
- Completing risk assessments;
- Ensuring appropriate staffing and supervision ratios; and
- Producing accurate safeguarding registers from our online payment system for fire regulations and safeguarding purposes.

Reopening events on the school shop when deadlines are missed, causes unnecessary extra workload and time wasted as our office staff must reopen systems, repeat these administrative and safeguarding tasks, and adjust orders and staffing. This takes valuable time away from other essential work that benefits all children.

For the Halloween Disco, information was shared on **26th September** with a payment deadline of **Monday 13th October at 5pm**. While we appreciate that mistakes happen, deadlines must be respected to ensure events are run safely and efficiently without extra unnecessary workload.

As a gesture of goodwill, we have reopened the payment system for parents to pay for the Halloween Disco **until 5pm tonight** for those who missed the original deadline. After this time, we will not be able to accept further payments. Future events, however, will **adhere strictly to deadlines**, and late payments will not be accommodated.

We kindly ask all parents and carers to take responsibility for making timely payments and submitting permissions within the stated timeframes and school will not be held responsible for payments not being made within the timeframes set. This helps us ensure fairness, safety, and smooth organisation for every child.

Thank you for your continued support and understanding.

Kind regards,

Rebecca Mee.