



2 May 2019

Dear Parent/Carer

**Re: Important Reminder - Parkland Rangers Bookings**

Please be reminded that should you wish your child to attend before and after school sessions at Parkland Rangers, then the booking **must** be made via ParentPay. Sessions can be booked as far in advance as you wish. However, please note that the deadline for a morning session is the evening before. For after school sessions the booking must be made before 8am for attendance on the same day.

Due to the increased popularity of this provision, it is very important that we have accurate registers for each session, based on bookings to ensure adequate staffing. This becomes difficult to manage when parents call to request a place for their child on the same day, after the 8am booking deadline on ParentPay.

We understand that on a rare occasion you may need your child to attend an after-school session due to unforeseen circumstances, but this should be the exception not the norm.

Going forward we would politely request that you book your child's place at Parkland Rangers in a timely manner. Please be aware that if you miss the deadline and call on the day and numbers are already at capacity, we may not be able to accommodate your child, as enough time has not been allowed to arrange adequate staffing.

Should you require login details for ParentPay, then please contact the school office and an activation letter will be provided. Should you have any further queries, then please do not hesitate to contact me.

I hope that this clarifies the situation and appreciate your cooperation and support going forward.

Your sincerely

Rita Samji  
Office Manager