



# Tudor Grange Primary Academy Perdiswell

Tudor Grange Primary Academy Perdiswell,  
Bilford Road, Worcester, WR3 8QA

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Principal: Mrs R Hughes

Monday 15<sup>th</sup> January 2024

Dear Parent and Carer,

Due to the high demand for places in our Wrap Around Care, Breakfast and Tudor Teatime, we have a regular list so that those who have regular bookings are ensured their childcare place. However, all regular bookings must be paid for before that month starts. While we understand that those parents who use Tax Free childcare or Universal credits may carry over a small balance, the majority of the charge should be settled before the new month commences. An email is sent every month from the school office advising that the month is now available for booking and asking all regulars to check their MyChildAtSchool (MCAS) app for errors and to make payment. This email is usually sent at least two weeks prior to the new month starting.

If, when the following month is loaded, there has been no payment received, your regular booking will not be added, and you will receive an email from the school office advising you of this. Once you have brought your account up to date **you will need to manually add your sessions using the MCAS app and pay for them at that time.** If a session is full, you will need to call the school office to see if any spaces are available. If not, you will need to make alternative childcare arrangements. If you are having difficulties using or making payment through the MCAS app please contact the school office as soon as possible.

## [Wrap Around Care- Terms and Conditions](#)

For those parents who book adhoc sessions, please pay at the time of booking. Any sessions added with an outstanding balance will be removed until the previous balance has been settled, unless you contact the school office directly to advise that you are paying by an alternative method to card, for example, Tax Free Childcare or Universal Credits. If this is the case, please ensure you authorise the payment through the appropriate website before you call us, so that you can give the date this has been done.

February's sessions will be added on **Wednesday 17<sup>th</sup> January.** An email will be sent out once the regulars are loaded to all parents to let you know that the sessions are live for you to book. Please ensure that all December and January balances are settled before this date.

Thank you for your continued support,

The Childcare Team

