

St Joseph's



Pre-School

Registered Charity Number 1089094

Date as per email

Dear Parent/carers

Many thanks for your recent enquiry into availability of a place for your child at St Joseph's Pre-school. As discussed, an advanced payment of £30 is required to secure your child's place¹. If two or more places are being requested at the same time, then the first child will be charged at £30 and any subsequent siblings will be charged at £15 each. The reservation fee will only be refunded if your child is receiving funding for all the hours they attend between 9am and 3pm. For more information see 4.10 Payment of Fees on the Pre-school's section of St Joseph's Catholic Primary School's website (www.st-josephs-nympsfield.com).

To secure the place(s) the reservation fee(s) needs to be paid within 10 working days of the date of the email which this letter is attached to. If the monies are not received within this timescale, regrettably, the place will not be held. In addition, please note that in the event of your child not taking up their offered place, then the deposit will be retained.

Our preference for the payment of the £30 reservation fee is by BACS with your child's name as a reference. Our bank details are:

HSBC Bank plc
Account number: 01370405
Account sort code: 40-19-32
Account name: St Josephs Hill Tots Preschool

In addition to the above, we require that you complete the setting's Enrolment Form and return this to the setting as soon as possible.

If you have any queries/questions, then please do not hesitate to contact us either by telephone (during session times) or email. See below for details of both.

Yours faithfully

St Joseph's Pre-school Committee

¹ Known as a "Reservation Fee"