

HPS Wrap Around Care Club

Park Road Hagley Stourbridge West Midlands, DY9 0NS

Telephone: 01562 883280 (select option for WACC)
Email: outofsch@hagleyprimary.worcs.sch.uk
Manager: Mrs Lesley Taylor
Head Teacher: Mrs Vanessa Payne BA NPQH



23rd June 2017

Payment of Invoices

Dear Parents and Carers

As we approach the end of another academic year, I would like to remind all parents and carers of the Club's policy with regard to payment of invoices.

All invoices must be paid in full by the end of the month prior to that in which care is provided. E.g. invoices raised in June for attendance during the month of July, must to be paid by the end of June. Our invoices show the **total amount payable** which would include any arrears from previous periods. Please ensure that all invoices are settled in full in order to bring your account balance to nil each month.

From September 2017, if an account is in arrears or an invoice is not paid prior to the month of service, then your child's place in WACC will be withdrawn with immediate effect. Depending upon demand, a future space may no longer be available.

We appreciate that most parents and carers do operate their accounts in an exemplary fashion and we thank you for this.

If you have any queries relating to this process, please do not hesitate to contact me by email or telephone using the details above.

Kind regards

Vanessa Payne
Director – HPS Care Ltd

Sarah Edwards
Director – HPS Care Ltd