

St. John the Evangelist Catholic Academy

part of *St. Gabriel the Archangel Catholic Multi-Academy Trust*

"Lord be thy word my rule."

Principal: Mrs H. Rigby BSc(Hons), PGCE, NPQH

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Friday 17th July 2026

Dear Parent/Guardian,

We would like to inform you of an update to our booking policy at Careclub.

Starting in September, a **£10 late booking charge** will apply to any childcare sessions that are **not booked in advance** and are requested at short notice.

This charge is necessary to help us manage staffing levels, maintain appropriate child-to-staff ratios, and ensure we can continue to provide a safe and high-quality service for all children.

To avoid the late booking fee, we kindly ask that all sessions are booked in advance (up to 48 hours before), wherever possible, on Arbor.

Thank you for your understanding and cooperation. If you have any questions regarding this policy, please do not hesitate to contact us.

Yours sincerely

Mrs H Rigby
Principal