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Headteacher: Abby Kilgarriff

4<sup>th</sup> December 2020

Dear Parent/Carers

### **CHANGE IN BOOKING AND PAYMENTS FOR EARLY RISERS CLUB FROM 2021**

Now that Early Risers Club has been successfully up and running since September, moving forward from 4<sup>th</sup> January 2021 J&C Coaching will be taking all bookings and payments direct. This will no longer be done through High Cliff.

Bookings are made via the J&C website. Bookings can be made up until 7am on the day. Please follow these steps to make your bookings;

1. Visit <https://www.jandccoaching.co.uk/>
2. Select 'click here for bookings forms' on the homepage
3. Select 'Sussex after school clubs' and fill in the booking form
4. Under the drop down 'breakfast or after school club activity' please select 'High Cliff Breakfast Club'
5. Where it states 'additional information' please write all the days/dates your child will be attending.
6. Please state your child's name as the booking reference.
7. Select send enquiry and this will confirm your booking.

Payments will need to continue to be made up front and this will be done via BACS payment, the details of which are;

<b>Name of Account Holder</b>	<b>Sort Code</b>	<b>Account number</b>
<b>J&amp;C Coaching</b>	<b>601837</b>	<b>20111703</b>

Any funds you may have in your ParentMail Early Risers Club will be refunded to you at the end of term.

Please direct any questions you may have regarding the change to James at J&C Coaching, his telephone number is 07889742573 or email [sussex@jandccoaching.co.uk](mailto:sussex@jandccoaching.co.uk) or of course you are welcome to speak to him when you drop your children off to Early Risers in the mornings.

Yours sincerely

Abby Kilgarriff  
Headteacher