

Discovery Multi Academy Trust
Beechwood Primary Academy,
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Chief Executive Officer: Mrs Alison Nettleship
Chair of the Board: Mrs Julia Guy



31st January 2020

Dear Parents and Carers,

Childcare Grant Payment Service

Starting from 10th February 2020, Discovery MAT will now accept payment for Breakfast Club using the Childcare Grant Payment Service (CCGPS).

The Childcare Grant Payment Service is available for help with childcare costs if you:

- are a full-time higher education student and
- have children under 15, or under 17 if they have special educational needs

If you are a full-time higher education student and would like to apply for CCGPS you will need to do this through your student finance account. CCGPS will pay up to 85% of your childcare costs, this will be based on:

- your household income and
- the number of children who are dependent on you

Any CCGPS funds will be paid into your own CCGPS account. If you would like to pay for Breakfast Club at our schools you will need to link your children to our Discovery MAT account via the CCGPS system, our reference number is **CCG8778277**. This will then allow us to send you a request for payment directly to your account. If there are insufficient funds to cover the Breakfast Club costs on the CCGPS system we will send a monthly invoice which should be paid promptly. Normal recovery for any outstanding debts will follow the Trust's Debt Recovery Policy.

Further information on the Childcare Grant Payment Service and how to apply can be found via this link: www.gov.uk/childcare-grant

Discovery MAT will only accept payment from CCGPS for Breakfast Club and not for any other clubs run by our schools.

Please contact Helen Hawkes on 01752 706361 if you have any queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alison", written over a light blue circular watermark.

Alison Nettleship
Chief Executive Officer
Discovery Multi Academy Trust