

# CHELLASTON JUNIOR SCHOOL

Maple Drive

Chellaston

DERBY DE73 6PZ

Telephone 07910 225663



Manager: Mrs Sarah Woolley

Dear Parents,

We have finally managed to set up our Government Tax Free Childcare account. The website is Tax-Free Childcare-GOV.UK

Please search for Chellaston Junior School and allocate us as your childcare provider.

- It is vital we have YOUR CHILDCARE REFERENCE NUMBER (this is made up of 4 letters and 5 numbers. The letters are the first initial and the first 3 letters of the child's surname). We need this to recognise your payment. (Once you have set up your Tax free account this is the reference that the government allotted to you).
- Every time you make a payment to us we need you to let us know the **date you have paid and the amount sent**. We don't get any confirmation regarding payment. We can only check our school bank statement to confirm the payment.
- PLEASE EMAIL OR TEXT. [S.woolley1@cjs.derby.sch.uk](mailto:S.woolley1@cjs.derby.sch.uk) or 07910 225663 when paid.

Once I have confirmation of payment I will put the payment in to your Parentpay account.

Any questions please give me a call.

Kind regards

Sarah