

**Cunningham Hill Junior School**  
**Cell Barnes Lane, St. Albans, Herts. AL1 5QJ**  
**Tel: 01727 852911 Fax: 01727 859255**  
**E-mail: admin@cunninghamhill-jun.herts.sch.uk**  
**Headteacher: Ms J Elbourne-Cload, BSc, PGCE, NPQH**



October 2018

Dear Parent/Guardian

The end of the half term is upon us and it is time to renew, amend or cancel your booking.

**Your booking will only be accepted if your Gateway account for Early Birds and Owls is cleared before Monday 5<sup>th</sup> November (unless you have a payment arrangement with us).**

All voucher or standing order payments are deducted from your Gateway as we receive them. You will no longer receive a paper bill from us but we can, if needed, go through your account with you.

As stated in the booking pack, any booking made is binding for the whole of the half term – cancellations can only be made at the end of a half term. Any alteration will be made only if there are spaces available.

Current booking for:		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
EARLY BIRDS		0	0	0	0	0
OWLS		0	0	0	0	0

Please sign the relevant box below and return:

I WILL CONTINUE BOOKING THE SAME SESSIONS	I WOULD LIKE TO CANCEL MY BOOKING	I WOULD LIKE TO ALTER MY BOOKING TO: (if possible)

Thank you for using Early Birds and Owls.

Yours sincerely,

Mrs Orviss

Early Birds and Owls