St. John's UR Church
1, Cowper Street, Ipswich, Suffolk, IP4 5JD
Pre-school mobile: 07895 003974
Registered Charity number: 1027030/Ofsted URN: 251650

Dear Parent/Carer of **Joe Bloggs**

Invoice for Monday 13th April – Friday 22nd May 2026 (6 weeks)

BREAKDOWN OF CHARGES	HOURS PER WEEK	HOURLY RATE	TOTAL
Funded (Free) Hours: Monday 9.00 – 2.00 Wednesday 9.00 – 2.00 Thursday 9.00 – 2.00	15	N/A	£0.00
Extra/Paid for Hours: Friday 9.00 – 2.00	5	£6.00	£180.00
		Total	**£180.00**

ADDITIONAL CHARGES (Voluntary contributions)	DETAILS	COST	TOTAL
Snack Donation *(Voluntary)*	Suggested snack contribution based on 30p per snack time.	£9.00	£9.00
		Total (voluntary payment)	**£9.00**

Please note payments for all fees should be made in the first two weeks of the half term, no later than **Friday 24th April** (If it is necessary that you need to pay weekly or in instalments please inform staff). Place fees in the envelope provided and make sure that your child's name and the total amount is written on the envelope. If you wish to pay by **bank transfer** please use the following account details:

SORT CODE: ** ** **

ACCOUNT NAME: **ST JOHN'S PLAYTIME PRESCHOOL**

ACCOUNT NUMBER: ********

REFERENCE: **Please use your child's name as the reference**