



Newby and Scalby School, The Green  
Newby, Scarborough, YO12 5JA  
Tel: 01723 500511  
Email: [admin@funfactorynewby.co.uk](mailto:admin@funfactorynewby.co.uk)

## Parents/Carers of Newby Early Years and Newby Fun Factory

We are asking for your support during these unprecedented times.

The current situation has hit businesses and charities hard, unfortunately we are no exception. Due to this we have had to make changes to our current procedures. For our provisions to continue to function we are asking for upfront payment for any non-funded sessions (including dinner money).

We understand that there may be exceptions to the rules particularly regarding the Fun Factory as last-minute bookings may occur. We do not want to remove our flexibility, for occasions like this we will accept payment on pick up.

We have tried to make things as straight forward as we can for you, so that the process is as trouble free as possible. We have a card machine on site that accepts contactless payments and we will take payment over the phone (if you do not have your card to hand when on site). The card machine will print a receipt for your own personal records. Our number is 01723 500511. If nobody answers please leave an answerphone message and somebody will get back to you asap.

To clarify, we now require upfront payment for ALL sessions, this can be done, on pick up, weekly, monthly or for the term ahead. If payment is not received in full your child's place will be frozen until payment is made, this includes any outstanding bills.

Invoices can be sent on request. Please contact Toni on 01723 500511 or by email at [finance@funfactorynewby.co.uk](mailto:finance@funfactorynewby.co.uk) if you do require an invoice for your files.

We thank you so much for your continued support and understanding throughout these unusual times.

Lindsay Ferrey  
(Operational Director)