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Chair of Governors: Mr A. Walker

11<sup>th</sup> December 2018

Dear Parents/Carers,

Due to the popularity of our Breakfast Club and paid Afterschool Club, we have had to take the decision to limit the number of places available to a maximum of 20. These changes will ensure that the pupil to adult ratios are sufficient each day and we have an accurate register of who is in school for health and safety reasons.

In order to secure a place for the Breakfast Club, parents/carers must book and make payments through ParentMail, one month in advance. This service will not be available unless this criteria is adhered too. Anyone who arrives and have not booked and paid for in advance will be asked to return at 8.25 a.m. to attend the £1.00 Breakfast Club.

There is no need to pre-book for the 8.25 a.m. to 8.35 a.m. Breakfast Club and a charge of £1.00 cash will be payable on the day.

The Afterschool Club booking and payment through ParentMail will not be available until the end of February. So until that time, you will need to complete a paper booking form for the month and make payment by cash or cheque with the booking form.

We realise there will be some circumstances when an emergency may arise and the school will support these odd occasions, as long as there is a space available and it has been approved by the Headteacher.

We require parents/carers to give at least one week's notice to cancel a session/s and no refund will be given unless this is adhered to.

These changes will take effect from 3<sup>rd</sup> January.

If you have any questions, please contact the Office to arrange an appointment to discuss further.

Yours sincerely,

**Miss. C. Stedman**  
Headteacher

