

July 2019

## **Out of School Hours Provisions**

Dear Parents/Carers

We have reviewed our out of school hours' provision, breakfast and after school club. We are passionate to continue to provide this provision for our parents and carers. However, in light of staffing reductions and changes we have had to review the hours we are able to offer.

### **Changes to Breakfast Club and After School Club**

#### **Breakfast Club (BC)**

Mrs Duggan will be the new Breakfast Club Leader. She will be supported by a second teaching assistant, who will also be a member of our school staff. The opening time Monday to Friday will remain at 8am every day.

However, from September we will now be operating a payment and booking system. Bookings and payment for Breakfast Club will be taken a week in advance, at the very latest the Friday before the week you would like your child/children to attend.

Payment must be made in advance when booking your child into the club. Payment and bookings can be made either at the School Office or with Mrs Duggan.

- We will continue to offer Active Breakfast but the activities will be planned by our staff, rather than an outside coach.
- If your child is 3 or 4 years old, there will be limited places in the Breakfast and After School Club, therefore you must book in advance.
- The cost of Breakfast Club remains the same at £4. This includes breakfast provided by the School Kitchen.

#### **After School Club (ASC)**

Similarly, with ASC a booking system will now also be put in place. Children must be booked into and payment must be received for After School Club in advance, no later than the Friday prior to the child/children attending.

However, if there are any kind of exceptional circumstances (e.g. held up at work), you can phone the school on the day and ask if there are any spaces left in the club. In this case, payment **must** be made on the day when you collect your child.

- ASC will now finish at **5.00pm** every night.
- There will be limited places available for 3 and 4 year olds, similar to breakfast club.
- The cost of ASC will now reduce slightly to:
  - £4 for the first hour 3:30 to 4:30pm (snacks included)
  - £2 for the next half hour 4:30 to 5.00.

If a child is booked in and leaves early, no refunds will be given.

Debt will not be allowed under any circumstances. All ASC and BC sessions **must** be paid for in advance - unless a child is put in ASC due to unforeseen circumstances, then payment must be made when the child is collected. If a child doesn't attend a session - refunds/credits will not be given.

We are very pleased we are still able to offer this service to parents and carers. However, I hope you can appreciate that in order to sustain this provision parents/carers must ensure payment is prompt, and collection of children from the ASC is at the appropriate time.

Each provision: BC and ASC, will provide activities for children in our community room on site.

Kind regards,

Mrs Defty  
Head teacher