



Persevere, Achieve and be Aspirational

Mrs Dawn Shilston
Headteacher
Orchard Fields Community School
Edmunds Road
Banbury
Oxon
OX16 0QT

Telephone 01295 263324
Fax 01295 220261
Email: office.2055@orchard-fields.oxon.sch.uk

Monday 17th July 2017

Re: 'The Orchard' Wrap Around Care – 7.30am – 8.45am and 3.15pm – 6.00pm

Dear Parents/Carers,

I am writing to you to inform you that our Early Birds' Club will be continuing from the first day of next term on Wednesday 6th September 2017. I am now extending the timing of our Early Birds' Club to a 7.30am start. This is in response to parents requesting a slightly earlier start to the school day.

The prices are as follows:

7.30am start - £2.00 fee
7.45am start - £1.50 fee
8.00am start - £1.00 fee

***Please note all sessions must be paid one week in advance.**

All of the children attending the Early Birds Club will then automatically join our school breakfast club at 8.20am which currently continues to be free of charge for all children for now, however due to government cuts to our school budget, I may have to levy a small charge in the future to cover staffing costs. This will only happen if absolutely necessary.



Parents/Carers must complete a registration letter and contact form before your child will be able to join the club.

As of Monday 11th September our Wrap Around Club 'The Orchard' will begin. Each session begins from the end of the school day at 3.15pm and will end at 6.00pm. The cost for each session will be £7.50, which will include a light snack, such as a sandwich and a piece of fruit during the warmer weather and a hot snack, such as beans on toast or jacket potato during the colder weather. Snacks will be served at 4.30pm following the end of after school clubs.

Parents/Carers will need to complete a registration form prior to their child joining the club and **all booked sessions must be paid for a week in advance.**

For those children who wish to partake in an after school club prior to joining the Wrap Around Club, please be aware that the full fee of £7.50 will still be levied as staffing levels will need to be maintained for your child to join the club at a later time.

You will need to give 24 hours' notice to cancel a session, failure to do so will result in a full charge for the session as we will have more staff on duty than is required and they will still need to be paid for their hours of work.

Your child must be collected at 6.00pm at the latest, if you are going to be late due to an emergency, you must contact the staff as soon as possible. A late fee of £3.00 for every 15 minutes will be charged.

If there is a repeat of a late collection, you will be in danger of losing the right to access these sessions.

All staff running the Early Birds Club and The Orchard Wrap Around Club will be existing employees at Orchard Fields Community School. All staff will follow our existing policies for Safeguarding, Health and Safety and Child Protection at all times.

There will be a Designated Safeguarding Lead on Site at all times and all staff will be trained and adhere to the statutory requirements for Keeping Children Safe in Education.

Any staff preparing snacks for the Wrap Around Club will have completed the required training for food hygiene.

There will be further information on the website early next term, so please look out for this.

Yours sincerely

Mrs. D. Shilston

