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Head teacher: Mr. T. Barnes

11th June 2018

Before and After School Care at Alkrington Primary School

Dear Parents and Carers,

You are probably aware that we have an **After School Club** on our school premises and we are able to offer places from children from Nursery age and older. The club is based in the Community Rooms off the main school building and is a well-resourced, safe and fun space for your children to access out of school hours.

We also offer a Breakfast Club based in the main hall and, for younger children, in the Community rooms

Here are the important details:

- The **After School Club** will operate from the first day of the new school year (Wednesday 5th September) and thereafter will be available for Alkrington Primary School pupils, aged from Nursery to Y6 for each day that the school is open to pupils. Time for last collection is 5.40 p.m.
- **Breakfast Club** begins at 7.30 a.m. For these early starters there is an additional charge. It is also possible to come from 8.00 a.m. The charging structure has a charge for 7.30 a.m. starters and for those who come after 8.00 a.m.
- For the After School Club, the school is locked up at 6.00 p.m. so it will be essential that children attending the After School Club are picked up by **5.40 p.m.** and there will be a charge for any 'pick up' after that.
- The Breakfast and After School facilities will be staffed by experienced, qualified school employees.
- The After School Club does not need a separate OfSTED registration as it is run by a school. However, provision will comply with all statutory requirements, policies, qualifications, health and safety and employment checks.
- The After School Club will give children access to indoor, and weather permitting, outdoor facilities. It will be run with a different 'atmosphere' to the normal school day, children will be able to relax, and play and learn. Breakfast Club children have access to a range of activities based in the Hall.
- At the After School Club children will be provided with a drink and a snack.
- Breakfast Club provides a breakfast of; for example: Cereal, juice, toast, crumpets

If you are interested in reserving a place at either Breakfast or After School Club or both, please complete and return the attached form as soon as possible. Places will be allocated according to the criteria on P.3 of this letter. Should the places be filled, a waiting list will be set up. Priority will be given to siblings. Places in both facilities are limited. **It is necessary to apply for a September place even if your child is an existing user. Priority will be given to existing users.**

Yours sincerely,

Mr. T. Barnes
Headteacher

Pricing structure

	Breakfast Club Weekly Rate	Breakfast Club Daily Rate if taken with After School Club	After School Club Weekly Rate	After School Club Daily Rate
7.30am – 8.50am	£18.00			
8am – 8.50am	£8.00			
		£2.00	£35.00	£8.00
Sorry - No discounts for siblings as all prices are already subsidised by school				

Please note:

- If you **just** use Breakfast Club – the charge is for the whole week, it is not possible to pay for individual days
- If you use the Breakfast Club and After School Club – it is possible to order a place at Breakfast Club on a daily basis
- **If you are the carer for a child who is Looked After by the Local Authority and you wish to request a place, there is a different pricing structure.**
- **If your child is entitled to Free School Meals and school are, therefore, in receipt of Pupil Premium funding, there is also a subsidy available.**
- Please contact school for more information.

Other details:

- Breakfast Club operates from 8.00 a.m. to 8.50 a.m. and an early Breakfast club from 7.30am. After School Club will operate from 3.15 to 5.40 p.m. each day.
- **All payments must be made in full on at least a weekly basis and made one full week prior to the week of usage. i.e. by Monday morning at the latest for the forthcoming week.**
- Adjustments will be made if a school week is the result of partial closure, e.g. holidays, emergencies etc.

Alkington Primary School

Application for a place at the 'After School Club' and/or 'Breakfast Club' from September 2018

I am requesting a place at the After School Club/Breakfast Club for my child(ren)

Child(ren)'s name(s) _____ Class(es) _____

Early Breakfast Club 7.30 start

Whole Week – Early Breakfast Club (but not After School Club) OR

If also using the After School Club

Monday Tuesday Wednesday Thursday Friday

Breakfast Club 8.00 start days required (please tick)

Whole week – if Breakfast Club (but not after School Club) OR

If also using the After School Club

Monday Tuesday Wednesday Thursday Friday

After School Club Days required: (please tick)

Monday Tuesday Wednesday Thursday Friday

Parent/Carer Name _____

Signed _____

Best Contact Number _____

Child's Date of Birth _____

Requested Start Date _____

Please return this form to the school office as soon as possible. Places will be allocated on the basis of:

1. Existing Breakfast Club and ASC users –
2. First come, first served
3. Once places have been allocated, further forms will be issued to collect information about contact and any details needed. If the number of requests exceeds the places available, a waiting list will be created.

Please return this form to the school office by Friday 22nd June 2018