



*Persevere, Achieve and be Aspirational*

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September 2018

### **'The Orchard' Wrap Around Care: 7.30am - 8.45am and 3.15pm - 6.00pm**

Dear Parents/Carers,

Our **Early Birds Breakfast Club** and the **Orchard After School Club** will continue from the first day of next term on Wednesday 5<sup>th</sup> September 2018.

The prices per child are as follows:

**Early Birds Breakfast Club**

7.30am start - £2.00 fee

7.45am start - £1.50 fee

8.00am start - £1.00 fee

**Orchard After School Club**

3.15pm – 6pm - £7.50 fee

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

All of the children attending the **Early Birds Breakfast 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 before your child will be able to join the club.

The **Orchard Wrap Around Club** 'The Orchard' will begin on 5<sup>th</sup> September. 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 The Orchard 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 Breakfast 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  
Head teacher