April 2022

Dear Parents/Carers,

Please find attached a new booking form which will enable you to book your child’s place at Breakfast Club or After School Club until the Summer holidays.

Please note the following points regarding bookings:

* **A consent and emergency contact form must be completed.**
* **Any outstanding balance for the current half-term must be cleared before bookings for the Summer term can be accepted.**
* **Clubs MUST be booked in advance using this form.**
* **If you require After School care in an emergency, please call the office on 01952 387580 to discuss, and confirm in writing via email to** [**a2153@taw.org.uk**](mailto:a2153@taw.org.uk)
* **Due to very high numbers at Breakfast Club we can no longer accept ‘drop in’ attendance; sessions must be prebooked.**
* **Payment is due in advance and debts are not permitted to accrue.**
* **If your child does not attend a pre-booked session, you will still be liable to pay for that session. This applies to absence resulting from illness.**
* **Prebooked sessions can be cancelled with 48 hours’ notice and charges will be removed from your ParentPay account.**
* **Please be aware that cancelling prebooked sessions may result in losing your child’s place in the provision.**

Breakfast club runs from 8.00am-8.45am.  Children will be provided with a healthy breakfast and are offered a range of activities until the start of the school day.  Cost for this provision is £1.75.

After school club is open from 3.05pm -5.00pm and children can be booked in for 1 or 2 hours at a cost of £2.75 per hour. Children will be provided with a snack and a range of activities.

Yours sincerely,



Miss H France

School Business Manager

Child’s name……………………………………………………………………. Class………………………

I would like to book my child for the selected **Breakfast Club** sessions below at a cost of £1.75 per session, payable in advance.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week commencing | Monday | Tuesday | Wednesday | Thursday | Friday | Total cost |
| 25.4.22 | PD Day |  |  |  |  |  |
| 2.5.22 | Bank Hol |  |  |  |  |  |
| 9.5.22 |  |  |  |  |  |  |
| 16.5.22 |  |  |  |  |  |  |
| 23.5.22 |  |  |  |  |  |  |
| 29.5.22 | Half term | Half term | Half term | Half term | Half term | Half term |
| 6.6.22 | PD Day |  |  |  |  |  |
| 13.6.22 |  |  |  |  |  |  |
| 20.6.22 |  |  |  |  |  |  |
| 27.6.22 |  |  |  |  | BANK HOL |  |
| 4.7.22 |  |  |  |  |  |  |
| 11.7.22 |  |  |  |  |  |  |
| 18.7.22 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

I would like to book my child for the selected **After School Club** sessions below at a cost of £2.75 per hour, payable in advance. Please mark 1 or 2 to show the number of hours required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week commencing | Monday | Tuesday | Wednesday | Thursday | Friday | Total cost |
| 25.4.22 | PD Day |  |  |  |  |  |
| 2.5.22 | Bank Hol |  |  |  |  |  |
| 9.5.22 |  |  |  |  |  |  |
| 16.5.22 |  |  |  |  |  |  |
| 23.5.22 |  |  |  |  |  |  |
| 29.5.22 | Half term | Half term | Half term | Half term | Half term | Half term |
| 6.6.22 | PD Day |  |  |  |  |  |
| 13.6.22 |  |  |  |  |  |  |
| 20.6.22 |  |  |  |  |  |  |
| 27.6.22 |  |  |  |  | BANK HOL |  |
| 4.7.22 |  |  |  |  |  |  |
| 11.7.22 |  |  |  |  |  |  |
| 18.7.22 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Parent / Carer signature:…………………...................................……………. Date:…………….