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12th May 2021



Dear Parents and Carers

From after May half term we will be extending the hours of our Care Club provision, to run from the end of school until 5.45pm each day. We will also be splitting Care Club into two places in the afternoon due to large numbers. The younger children, Nursery to Year 1, will be based in the Nursery room for session 2 only. Years 2 to 6 will be based in Care Club

As from 7th June the following sessions will run:

Session	Year Groups	Timings	Location	Cost	Drop Off/Pick Up
Session 1	All year groups	8am until the beginning of school	Care Club building	£4.50	Drop off and signed in by an Adult
Session 2	Nursery, Reception & Year 1	End of school day until 5pm	Nursery Room	£6.75	Pick up and sign out by an Adult from Nursery door by the ramp.
	Years 2, 3, 4, 5 & 6	End of school day until 5pm	Care Club building	£6.75	Pick up and sign out by an Adult from Care Club
Session 3	All year groups	From 5pm to 5.45pm	Care Club building	£3.25	Pick up and sign out by an Adult from Care Club

The following terms and conditions of using Care Club are shown below, which is in line with our Care Club Admissions and Fees policy and ratified by the Governing Body on a yearly basis:

- Once booked, if a child does not attend for any reason, parents will still be charged for the session.
- Sessions fees are payable upon receipt of invoice, or per session in cash if desired.
- All cash payments must be given to the school office and not Care Club staff.
- Fees can be paid by voucher, cheque, electronic transfer, cash or direct debit.
- Fees are charged for booked sessions whether the child attends or not.
- As we have to ensure the correct ratio of staff to children additional charges will be introduced for pupils dropped off at Care Club but not booked in. These are £10 an hour.
- If you are late picking up at 5pm you will be charged the additional late session cost regardless of the time your child is collected unless after 5.45pm and the following additional cost is charged.
 - Late pick up fee is £10 for every 15 minutes. Please note staff are only insured to look after your child at Care Club until 5.45pm.
- If you no longer need your child in Care Club, half a term written notice must be given otherwise you are liable for full payment during the notice period.

Children already using Care Club currently will have their places guaranteed for sessions 1 and 2 but you will need to complete the booking form to agree to the above terms and conditions and then specify which sessions are now required.



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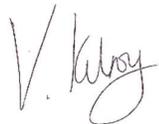
For new children to Care Club places will be allocated on a first come first serve basis as we only have a limited number of spaces available, particularly in the younger years.

To book a place you will need to complete this booking form <https://forms.office.com/r/kmJgtAggUu>

If there are any changes that need to be made due to COVID-19 we will notify you as soon as practically possible.

If you have any questions then please contact me via the school office or class dojo and I will respond as soon as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V. Kilroy'. The signature is written in a cursive style with a large initial 'V'.

Victoria Kilroy
Assistant Head
Care Club Manager