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1<sup>st</sup> December 2016  Safeguarding Standard

Dear Parent/Carers



We are writing to inform you of some changes to our end of school day procedures and changes to our Care Club from 1<sup>st</sup> January 2017.

At the end of the school day please ensure you pick up your children from school on time. If your child is sent over to Care Club because you are late there will be a charge of £9 irrespective of how late you are.



Following discussions with Governors we have decided to increase our charges. These have not been reviewed for many years. The hourly rate will be increased by a small amount due to increased costs and to enable the Care Club to run efficiently. Details of this review are outlined below:-



### CARE CLUB CHARGES INCREASE

As highlighted above the charge for Care Club will be increased from 1<sup>st</sup> January 2017. The rates for Care Club will be £4.50 for the morning sessions and £4.50 an hour/or part thereof for the afternoon bookings.



### CARE CLUB LATE PICK UPS

Care Club staff finish promptly at 6pm, so please ensure your child is collected on time.

Late pick up fee is £9 for every 15minutes. Please note we are only insured to care for your child until 6pm at Careclub.



### CHARGES FOR NOT BOOKING IN ADVANCE

As we have to ensure the correct ratio of staff to children charges will be introduced for pupils dropped off at Care Club but not booked in. These are £9 an hour i.e. double the normal rate.



Yours sincerely

*Helen Ward*

Mrs H Ward  
Headteacher

