

Friday 3rd February 2023

Dear Parents/Guardians,

We hope this letter finds you well. We are writing to inform you of some updates regarding our Breakfast and After School Clubs. With the recent surge in attendance at our wrap around care provision, we need to make sure we have adequate staffing and resources to accommodate everyone.

To help us better manage the provision, we kindly request that you book your child's spot through the online booking forms, which are available on the school's website and sent via email at the beginning of each term. Please make these bookings by Thursday noon of the week prior to your desired dates. If you have a recurring booking, you may book multiple weeks at once. In case of a last-minute booking, please contact the school office via phone or email to check availability.

Payments can be made through ParentPay and are normally set up on Monday of each week. We appreciate prompt payment by the end of the week.

If your child is unable to attend due to illness, please inform us as soon as possible to cancel their reservation for that day. Note that if your child is booked in but does not attend without a valid reason or prior notice, you may still be charged for the day's fees. Additionally, if your child attends another club until 4 PM and requires after-school club care, separate payment for both hours will still be required.

Thank you for your cooperation in making our Breakfast and After-School Clubs run smoothly.

Best regards,

Thomas Henesey