



Headteacher Mrs D Cooper
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Dear Parents/Carers

Morning Club

We would like to thank those of you who took the time to return the before & after school questionnaire sent home in July to assist us in establishing the level of interest for this provision.

We have reviewed the results, and from Monday 3rd September, will be opening the Morning Club from 8.00am. We will review this towards the end of Term 2 to ensure it is viable and not running at a loss.

The charge will cover the cost of staffing and resources and is therefore non-refundable. Please note that breakfast will not be available. In order for us to ensure that the club is viable, payment **must** be made upfront. The charges will be as follows: for parents who book and pay at least 1 week in advance, the daily rate will be £2.00. If less than 1 weeks notice is given, the charge will be **£3.00 per day**.

Booking forms will be available from the school office and on the school website - Term 1 booking form attached. Please note that children will not be admitted without payment.

As this letter has not been sent home before the start of Term 1, we will allow children to attend on Monday 3rd & Tuesday 4th September with payment to follow on the next session attended.

Please contact the school office should you have any questions.

Yours sincerely,

Delia Cooper
Headteacher





Morning Club Booking Form

Name of Child/Children: _____

Total Payment Enclosed £ _____

Please tick required days

TERM 1	Monday	Tuesday	Wednesday	Thursday	Friday
W/C: 03.09.18					
W/C: 10.09.18					
W/C: 17.09.18					
W/C: 24.09.18					
W/C: 01.10.18					
W/C: 08.10.18					
W/C: 15.10.18					

If payment is not enclosed, children will not be allowed to attend

- £2.00 daily rate per child if booked at least 1 week in advance.
- £3.00 daily rate per child if booked less than 1 week in advance / ad-hoc bookings

Please send form & exact payment please in to the school office in a named envelope.

For Office Use

Total Payment Received	
Date	
Staff	