



23<sup>rd</sup> July 2021

Dear Parents/Carers,

### **After School Care – September 2021**

We are pleased to confirm that After School Care will be returning on Thursday 2<sup>nd</sup> September, reverting back to pre-COVID arrangements. It will take place in the Children's Centre as bubbles will no longer be required. Younger children will be taken to ASC by a member of staff.

New Reception parents will be able to access the booking system on 9<sup>th</sup> September 2021 ready for their child to start attending on Monday 20<sup>th</sup> September.

#### **Payment**

There will be two tiers for payments:

**Up to 4.30pm - £5.50** – no food will be provided

**Up to 6.00pm - £11.00** – a light snack/tea will be provided

Please note that any child collected after 4.30pm, irrespective of the number of minutes, will be charged the 6.00pm fee.

Any child collected after 6.00pm will be charged a late collection fee of £10 per 15 minutes or part thereof, irrespective of the number of minutes late. This must be settled by the following day so that your child can start re-attending ASC. Your child will not be able to attend ASC until the debt has been cleared.

Currently, payments are made into the ASC bubble options on school gateway, however, we will be reverting back to the whole school payment option for September. Therefore, we will be transferring both negative and positive balances back over within the first few weeks of the summer holidays ready for you to make your bookings in the latter part of August. Please ensure you only add money on to the "After School Care" payment option and NOT the "ASC – year 3 & 4" etc options.

#### **Booking**

Bookings should be made and paid for via School Gateway two weeks in advance to guarantee your place. There is a limit of 40 places. If the required day is full, please contact the school office for your child to be placed on the waiting list. If a space becomes available you will be contacted.

**Head Teacher: Mr R Veale**

## **Cancellation**

If you no longer need your child to attend a certain day, cancellation can be made via the school office. Please ensure cancellation is made by 10am otherwise you will still be charged for the booking.

We would like to wish you a peaceful summer break and look forward to seeing all the children on Thursday 2<sup>nd</sup> September 2021.

Yours faithfully,

A handwritten signature in brown ink, appearing to read 'R. Veale'.

Mr R J Veale  
Head Teacher