

12th May 2016

Dear Parents/Carers,

BEFORE SCHOOL CLUB

Please find attached the booking form for the Before & After School clubs for next half-term. They will start on Tuesday 7th June 2016. The before school club will open at 8am until school starts at 8.45am. No food or drink will be provided but children are welcome to bring a snack. The club will be held in the KS2 library and children will be able to use the computers, draw, read or do their homework. Teaching Assistants will supervise the children but they will be unable to work one to one with them. Please use the main entrance when dropping off the children.

Children must be booked into the club in advance as places are limited to 15 per session. The cost per session is £2.00 and the sessions will need to be paid for in advance. This can be paid weekly, monthly or termly. Cheques should be made payable to **WSCC Petworth CE Primary School** please. Subject to available spaces, children can be booked into these clubs the day before, however please give as much notice as possible to try and guarantee a place. Children can be dropped off at any time from 8.00am onwards but the cost remains the same. ***Parents/Carers should not leave their child unattended but should wait with them until the door opens at 8am.*** Please be aware that the school office will not be open at this time.

AFTER SCHOOL CLUB

The after school club will run from Monday to Thursday, but will not run on Fridays. The club will run from the end of school at 3.15pm and finish at 5pm. The children must be collected promptly from the front entrance to the school at 5pm but you can collect your child/children at any time before this if you wish, however the cost remains the same per session.

We will also be providing a drink and a snack for the children however if you wish to send your child with an additional healthy snack please do so. The teaching assistants will set up activities each day and although computers will be available, their use will be limited. Children can do homework if they wish, or bring their own books from home to read or share with others but these must be named.

As with the before school club, children must be **booked into the club in advance** as places are limited to 15. The cost per session is £6.00 and the sessions will need to be for in advance (again payments can be made weekly, monthly or termly). Cheques should be made payable to **WSCC Petworth CE Primary School** please. Booking forms for both clubs are attached and places will be allocated on a basis of booking order. If you have any queries, please contact the School Office.

Yours sincerely

John Galvin
Headteacher