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Headteacher: Mrs. J. Payne

July 2025

Subject: Summer Holiday Arrangements – Butterflies Holiday Club and Snowdrops Provision

Dear Parents and Carers,

I am writing to outline the arrangements for the summer holidays regarding Butterflies Holiday Club and Snowdrops, our two-year-old provision.

As you are aware, we have a significant amount of work scheduled to take place over the summer break. This includes the transformation of both the main playground and the Early Years yard. In addition, we will be converting a classroom into a library, completely refurbishing the girls' toilets outside the dining hall in the main building, and creating a new intervention room. Several rooms across the school will also be repainted, and some murals will be added to the school yard.

Due to the number of areas being disrupted and the high volume of contractors on site, a full risk analysis has been carried out. From a health and safety perspective, it has been decided that Butterflies Holiday Club will take place in the Early Years Hall.

For drop-off and collection, the Botanic Gardens gate will be used. We understand that this gate is a short walk from the main school entrance; however, the safety of the children is our highest priority. This arrangement provides a dedicated and secure space for the duration of their time in provision, allowing them to play outside in the Early Years Garden in addition to taking part in the planned activities in the Early Years Hall and Snowdrops provision.

We recommend using the telephone to inform staff when you are arriving to drop off or collect your child. Please call the school number on 01704 508500 and **select option 5 for Snowdrops or option 6 for Butterflies**. You can make this call as you leave your car and walk to the gate, so that a member of staff can be ready to meet you. Alternatively, you can ring the doorbell at the Botanic Gardens gate to alert a staff member to your arrival.

If you require any additional dates or times during the holiday period, bookings can be made by emailing butterflieswraparoundcare@churchtown.org.uk (If for any reason this email address is not monitored, you will be informed of an alternative method of communication).

If your child is attending Butterflies and requires medication (e.g., an EpiPen or inhaler), please ensure they bring it with them, as all medication is sent home during the summer holidays. If your child is prescribed any medication over the summer due to illness, a medication form must be completed in order for staff to administer it. This form can be filled out upon arrival at the Botanic Gardens gate.

Thank you for your continued support and understanding as we work to improve our school environment.

Kind regards,



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