

Wednesday 19th June 2019

Dear Parents

We have reviewed the Breakfast Club and After School Care club and write to inform you of arrangements for the Extended Day offer for 2019.

Below we detail the places that we will have in each club from September. Please be aware that there will be no extension or exceptions to this number in order for us to keep to adult: child ratios and demand is likely to outstrip available places. We are allowing a number of ad-hoc places so that we have some capacity for emergencies. These ad-hoc places are not intended for regular pupils and cannot be guaranteed.

Service	Contracted places	Adhoc places (Drop-Ins)
Breakfast Club	35	6
Afterschool Care Club	55	5

Attached is the new application form for both Breakfast and After School Care clubs. There will be some changes to the way places are allocated and these are detailed on the application form. In addition to these, the following will also apply;

- **Existing agreements will end in July and new ones will have to be signed to apply for the new academic year, these will need to be completed by 1/7/2019.**
- **Applications from existing service users with outstanding balances will not be considered until all balances have been cleared.**
- **Non-payment will mean withdrawal of places with more than one week of outstanding debt.**

Chasing outstanding balances takes up valuable resources, so in order to address this, the onus will be on parents to maintain positive balances on their services in order to continue using them.

We thank you in advance for your support and cooperation in this matter.

Yours sincerely



Jean Connery
Co-Headteacher



Robert Coyle
Co-Headteacher