

14th July 2020

Dear Parent / Carer

**Re: Care Club provision – The Howard Primary School**

From September 2020 parents will still be required to pre-book sessions in advance and any changes to session dates/times will need to be made in writing giving at least one month’s notice. Charges for September will be retrospect and from October will need to be paid in advance via ParentPay with refunds not being issued for missed sessions.

We do not have care club staff on standby and therefore if you know that you will require care club regularly you are urged to send your booking form in as soon as possible to secure your place. If you do not book your child’s place in advance, unfortunately we cannot guarantee that we will be able to accommodate your needs, when requesting a place at short notice.

From September, our charges for Care Club provision, and the new charges are as follows:

7.30-8.30am **£5.60**

3.30-4.30pm **£5.60**

3.30-5.00pm **£8.30**

3.30-6.00pm **£12.75**

Friday afternoons until 3:30 **£5.00**

Late collections will be charged at **£5.60** per 15 mins

Please note on the list above it mentions for those children attending Care Club on a Friday afternoon from their finishing time until 3:30pm the charge will be £5.00. Care Club will close at 4:30 on a Friday afternoon unless there is sufficient demand.

Yours sincerely,



**Mr P J Lovern
Chief Executive Officer**