



BOURNMOOR PRIMARY SCHOOL

Headteacher: Mrs Laura Snowdon

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8th January 2020

Dear Parents/Carers,

Before School Club Information

I write further to the recent letter regarding interest in a before-school club. Thank you for the responses that we received that showed that there is currently a small number of parents who are interested in this service. Following on from a recent governor meeting, it has been agreed that we will offer a breakfast club from 8am to 9am Tuesday to Friday each week for one term. Parents who wish to access a pre-school club on a Monday can sign up for our Sports Club which runs each week. Please note this club does not include a breakfast. We will run the club initially for this term to assess numbers and we hope that during this trial period more parents use this service so it can be offered on a permanent basis.

The club will work as follows:

- £3 per morning session to be paid via Parent Pay (no later than one week ahead) - this includes one hour morning club from 8am to 9am and includes a breakfast
- No amendments to the sessions (or refunds) can be accepted to ensure adequate staffing
- Each child must be brought to school and signed in by a parent or adult from the 'Child Collected By' form each morning. This ensures that children are safely brought to school and handed over to staff
- School's usual policies and procedures apply to the club which will be ran by school staff

To book a place:

- Please ring the office to book sessions in advance (no later than one week ahead) – please note that sessions cannot be accepted without payment

The club will open on Tuesday 28th January 2020 and will run initially for the Spring term. **If you would like your child to come along to the club please log onto Parent Pay to pay for the sessions and ensure you phone the office to let them know the days (Tues-Friday) that your child will attend.** We will have our register ready to accept your child at 8am when they attend the club.

If you require any additional information please contact the school office on 0191 3854291.

Yours sincerely,

Mrs Laura Snowdon (Headteacher)