

Rainford C.E. Primary School

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Headteacher: Mrs A. RICHARDSON B.Ed. (Hons)



'school, church and community working together'

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14th December 2016

Change to the Before and After School Club Booking and Charging Policy

Dear Parents and Carers

Due to the difficulties that some parents have had in booking half a term ahead, the School Governors have agreed a new policy for Before and After School Club bookings and charges, to take effect from 9th January 2016. This will offer more flexibility while enabling the school to ensure adequate staffing.

Before and After School Club Booking Policy

- Bookings can be made and cancelled up to 3.30pm on the Friday before the booking.
- Bookings will be accepted on a first come, first served basis until capacity is reached.
- Parents may request a new booking after the deadline has passed, these will be considered on a case by case basis and may be accepted if there is capacity.
- Any cancellation in the week of the booking will be charged at the full rate.

Before and After School Club Charging Policy

- No change to the current prices (£4 for breakfast club, £6 for after school club).
- Bookings cancelled prior to the deadline (3.30pm on the Friday before the booking) will not be charged.
- All bookings made and not cancelled prior to the deadline will be charged for whether the session is used or not.
- Sessions cancelled after the deadline will be charged for, whatever the reason for cancellation or for the session not being used.
- A £1 additional charge will be made for emergency bookings after the deadline.
- Late pickups (after 5.55pm) will be subject to an additional £5 charge.

These changes will allow the school to continue to offer the before and after school club service.

I will be available between 4.00 and 4.30 pm on Wednesday 21st December in the School Hall to speak to any parents/carers who would like to discuss the changes.

Yours sincerely

Anya Richardson
Headteacher

