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Ravensdale Junior School

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Dear Parents and Carers,

Important Information Regarding Ravensdale Junior Breakfast and After School Club

We are delighted to be able to offer wrap around care in the form of Breakfast and After School Club in school. However, this provision has to be carefully managed with staff ratios, catering etc given careful consideration. In light of this and rising costs, we will be increasing charges slightly from the **5th June**. Breakfast club will be **£5** and After school club **£10** per child per session.

Our wrap around care has become very popular and is often over-subscribed which has become a challenging issue for the school and some parents as we cannot accept all bookings. A regular booking option is being introduced for those whose requirements are the same each week or on an alternate weekly pattern. A separate booking form (available from the school office) is required and charges will be based on places being held and not actual attendance. Payment will be required in advance and places will be bookable online via School Money. **This is the only way of securing a guaranteed place** (4 weeks' notice will be required to amend or cancel regular bookings).

Ad-hoc bookings must be made using a booking form to be completed by the date indicated (around the 20th of the previous month). In the case of the summer holidays, this should be done by the 20th of July for September bookings. Bookings will continue to be taken on a first come, first served basis and all sessions must be pre-paid at the time of booking.

From the 5th June, children will not be allowed to stay at After School or Breakfast Club unless they have been booked in and paid for in advance. If this does happen, parents will be contacted and requested to collect their child.

Bookings on a day-by-day basis will only be taken in the case of emergency e.g. a parent being taken into hospital, and only if staffing ratios will allow.

Full details are available in our Breakfast and After School Club Policy. If you have any questions, please do not hesitate to contact Mrs Price in the school office.

We would be extremely grateful for your help and co-operation with this matter.

Yours sincerely

Headteacher: Zoe Cannon