

Head Teacher: Mrs D Cross

School Number 840 3087

Westcroft

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Dear Parent/Carer

6th December 2021

Re: After School Provision after Christmas Holidays

I am writing to let you know about the After-School Clubs which we will be offering after the Christmas Holidays for the first half of the Spring Term.

Day	Club	Time	Cost	Delivered by
Monday	Mindfulness	3.30pm – 4.30pm	£6	Mrs Heslop-Stead and Mrs
	Club			Parvin
Tuesday	Film Club	3.30pm – 4.30pm	£6	Rota of teaching staff
Tuesday	Chess Club	3.30pm – 4.30pm	£6	Parent Volunteer
Wednesday	Cookery Club	3.30pm – 4.30pm	£6	Creative Kitchens
Thursday	Archery Club	3.30pm – 4.30pm	£6	Sports Cool
Thursday	Reading Club	3.30pm – 4.30pm	Free	Academy Council
				Volunteer

Please note that if your child was booked into Cookery Club last half term you still need to book them in for the first half of the Spring Term as places are not carried forward to ensure as many children as possible get an opportunity to attend. We often have a long waiting list for our Cookery Club and therefore please make sure you re-book to ensure your child has a place.

Children attending After School Clubs can attend the Childcare provision at no extra cost. For example: if a child wanted to take part in Mindfulness Club on a Monday from 3.30pm – 4.30pm they could either be collected at 4.30pm or could go into our Childcare provision until 5pm. You MUST indicate this when completing the booking form.

In addition to our Clubs, we are offering After School Childcare (£4 per child per session). These sessions will be delivered by Miss Batson (After School Supervisor) who will deliver a wide range of activities each afternoon from 3.15 till 5pm. For safeguarding reasons children should be

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collected at 5pm and parents are asked not to collect their child earlier as this disrupts planning of activities.

Places in our Clubs and Childcare provision are limited due to staffing levels and therefore places should be booked as far in advance as possible to secure a place. Bookings should be made at least one week before the date required but emergency situations will be considered on a case by case basis.

All payment should be made via your Parent Pay account.

Once your child is allocated a place, you will receive a confirmation text from the school office.

You should complete and return the booking form as soon as possible or telephone the school office to verbally book a place.

If for whatever reason your child no longer requires a place please let us know as soon as possible so that this space can be offered to another child. Over the last half term we have had children booked in who have then not attended whilst children who desperately needed childcare were turned away as we were fully booked. Should this continue we would have to implement a system of charging for unclaimed places as this is not fair on other parents. Thank you for your assistance with this issue.

Yours sincerely

Mrs D Cross

Mrs D Cross Head Teacher

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