

HARPFIELD PRIMARY ACADEMY

'Achieving Success Together'



December 2019

AFTER SCHOOL CARE CLUB

Dear Parent/Carer,

We have had a positive response to our suggestion that we open an after-school care club and we are now able to offer this service for parents and carers. It is important that all parents read this letter, even if you do not wish to use the facility. Once the Care Club is open, we will not provide a free "care" facility for parents who are late collecting their children (see "Emergency Use" below)

The club will start on Monday January 6, 2020 and will operate from 2.45 to 5.45 pm.

The advantages to you are:

- You would be able to use one provider for both before and after school care, so ensuring children are not walking to another provider at the end of the school day.
- Your child knows the staff who will be running the club as they are all people who currently work in school.
- The running of the club would be under the management of the school with the Headteacher and the Academy Council (previously called the governing body) overseeing the provision. All the Academy's policies would apply to the club.
- Parents who use Breakfast Club and another after school provider currently would have one point of payment instead of two. (we would use Schoolcomms to collect money)
- Parents who are late picking children up and who are not booked into the club will know that their children are being cared for.
- The club is open to all children in the school.

The arrangements and fees will be as follows:

The club will operate Monday to Friday in our Community Room. Younger children (Nursery, Reception, Year One and Two) will be collected from classes by our staff. A register will be taken each day.

Permanent users. For parents who want to use the Care Club on a weekly basis we will establish a "permanent users" register. Our permanent users will be guaranteed places on a weekly basis. There will also be places available for parents who want to use the club occasionally once the permanent users have paid and reserved their places. (see attached form). It is important that you let us know as soon as possible if your child is ill and you need to cancel a booking so that the place can be offered to another family.

Charges: The charge will be £7.00 per session. Children who attend other "after school" clubs run by our staff that finish at 3.45 pm will be able to use the care club from this time.

Parents will need to book and pay in advance. There are 26 places available. The form attached to this letter will need to be completed and returned to school before the date indicated.

Children will be given a snack e.g. fruit, toast, biscuit etc. from 4.00pm

Emergency Use. The care club will be used as an emergency placement for parents who are late collecting children. Parents who do not collect their children on time at the end of the school day will be given 10 minutes "grace" (including those who attend after school clubs) but after this time the children will be taken to the care club **and a charge will be made.**

If you wish to make a particular arrangement that is not covered by our booking form, please contact me to discuss the matter.

MR WOOLLACOTT
PRINCIPAL