

November 2018

Dear Parents,

AFTER SCHOOL CARE BOOKINGS FOR THE SPRING TERM 2019

The Spring Term After School Care facility will recommence from 4.00pm on Thursday 3rd January 2019. After School Care will close at 6.00pm prompt. Sessions will cost:

- £9.00 per pupil from 4.00-5.30pm or any part thereof
- £8.00 for those coming from Glyn House between 4.30–5.30pm for 1 hour or any part thereof
- A further £4.00 for any pupil staying on between 5.30– 6.00pm or any part thereof.

N.B. Pupils must be collected by 6.00pm at the latest. There will be a charge made of £10 if pupils are picked up after 6.00pm. If a pupil is late being collected by 6.00pm on more than 2 separate occasions, this facility will no longer be available for use by your child.

Invoices will be sent out at the end of term for the days that your child has stayed at school.

The After School Care facility is available to all children at Chessington Lodge and Glyn House and is led by qualified members of staff. All the activities take place in the Nursery building at Chessington Lodge.

If on a specific day, a parent suddenly needs a pupil to stay late and there is a place available, this can be arranged by ringing the Glyn House Office on 020 8394 3579 or the Chessington Lodge Office on 020 8786 8206. To do this, you must be registered, so please complete Section A on the Booking Form, even if you do not have any specific dates in mind at the moment. If you are a parent who needs a regular booking, please ensure this Form is completed each Term.

The intention is to make the afternoon as similar to going home as possible. We will be offering a variety of activities depending on the ages of the pupils. For example:-

- A quiet time/ corner to rest for the younger pupils
- Food and drink in the form of toast and fruit
- Drinks – milk / water / squash
- Educational games on the computer
- Book corner
- Jigsaws / board games / toys
- Laptops / Tables for homework to be done or for drawing / colouring
- DVD/Television

Final decisions about these activities will be taken each afternoon depending on the age group and interest of the pupils. **If you wish to cancel a session, please ring either Preparatory School Offices before 12.30 pm on the day in question. After that time, if you cancel you will be charged for the hour.**

For the safety of children and staff, please note that the car park at the front of Chessington Lodge is a staff car park only. Parents should use the Bourne Hall car park when collecting their child from After School Care.

The After School Care telephone number after 4.00pm is **07512 796078**.

Please return the Booking Form for the Spring Term to the Glyn House or Chessington Lodge School Offices **by Friday 7th December 2018** at the latest in order to secure a place for your child.

Yours sincerely

Mrs S Fowler
After School Care Co-ordinator

AFTER SCHOOL CARE BOOKING FORM – SPRING TERM 2019

SECTION A

To be completed by all parents who wish to use this facility, however infrequently.

Childs Name: Year Group:

Medical Information

Emergency Contact Number

GP Name and Telephone Number

I wish to register my child for After School Care. I am aware of the arrangements made for the Scheme.

N.B. Pupils will walk from Glyn House to Chessington Lodge accompanied by a member of staff unless Year 6 permission has been given by their parent.

Name Signed

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SECTION B

To be completed by parents who wish to book sessions between **Thursday 3rd January – Thursday 4th April 2019.**
Please tick the box indicating the sessions you wish to book

	Monday	Tuesday	Wednesday	Thursday	Friday
Week commencing Monday 31 st December	HOLIDAY	HOLIDAY	HOLIDAY		
Week beginning Monday 7 th January					
Week beginning Monday 14 th January					
Week beginning Monday 21 st January					
Week beginning Monday 28 th January					
Week beginning Monday 4 th February					
Week beginning Monday 11 th February					
H A L F T E R M					
Week commencing Monday 25 th February					
Week commencing Monday 4 th March					
Week commencing Monday 11 th March					
Week commencing Monday 18 th March					
Week commencing Monday 25 th March					
Week commencing Monday 1 st April					END OF TERM