

November 2019

Dear Parents,

AFTER SCHOOL CARE BOOKINGS FOR THE SPRING TERM 2020

The After School Care facility will recommence from 16.00hrs on Tuesday 7th January 2020. After School Care will close at 18.00hrs prompt. Sessions will cost:

- £9.50 per pupil from 16.00-17.30hrs or any part thereof
- £8.50 for those coming from Prep between 16.30–17.30hrs for 1 hour or any part thereof
- A further £4.25 for any pupil staying on between 17.30– 18.00hrs or any part thereof.

N.B. Pupils must be collected by 18.00hrs at the latest. There will be a charge made of £10 if pupils are picked up after 18.00hrs. If a pupil is late being collected by 18.00hrs 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 Pre-Prep and Prep and is led by qualified members of staff. All the activities take place in the EYFS building at Pre-Prep.

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 Prep School Office on 020 8394 3579 or the Pre-Prep School 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 strawberry jam/marmite; fruit – apples and bananas;
- 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 School Office before 12.30hrs 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 the Pre-Prep 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 is 07512 796078.

Please return the Booking Form for the Spring Term to either Ms Noble (Prep pupils) or Mrs Collett (Pre-Prep pupils) by **Friday 13th December 2019** 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 2020

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 facility.

Years 3, 4 and 5 pupils will walk from Prep to Pre-Prep accompanied by a member of staff. Year 6 pupils with parental permission may walk unaccompanied.

Name Signed

SECTION B: *To be completed by parents who wish to book sessions between **Tuesday 7th January 2020 – Thursday 2nd April 2020**. Please tick the box indicating the sessions you wish to book. **If parents no longer require a booked session it is important to inform either school offices so that your child can be taken off the After School Care Register.***

	Monday	Tuesday	Wednesday	Thursday	Friday
Week beginning Monday 6th January	HOLIDAY				
Week beginning Monday 13th January	AFTER SCHOOL CLUBS START				
Week beginning Monday 20th January					
Week beginning Monday 27th January					
Week beginning Monday 3rd February					
Week beginning Monday 10th February					FAMILY CLASSROOM VISIT AFTERNOON. NO CLUBS BUT ASC WILL RUN AS NORMAL
HALF TERM					
Week beginning Monday 24th February					
Week beginning Monday 2nd March					
Week beginning Monday 9th March					
Week beginning Monday 16th March					
Week beginning Monday 23rd March					AFTER SCHOOL CLUBS FINISH
Week beginning Monday 30th March					END OF TERM