



Thurton

Church of England VC Primary School



9th July 2019

Dear Parents/Carers

Thurton After School Care

We are writing to all regular users of our After School Care facility to advise that, as from September, children may only attend sessions that have been booked using the relevant form. We are no longer able to accept ad hoc (i.e on the day) bookings, except in an emergency. This is so that we can make the appropriate staffing arrangements. Full booking terms and conditions can be found on the booking form.

We will also be implementing a cancellation fee to cover the cost of staffing sessions that have been booked. This will be **£3 per session** that is cancelled with less than 24 hours notice, or if you have booked a session and your child does not attend (for reasons other than illness).

From September, late collection fees as detailed below, will also apply to After School Care.

Late Collection fees for bookings until 4.30pm

Collection from 4.35pm-5pm - £3 charge

Collection from 5pm-5.30pm - £5 charge

Collection from 5.30pm onwards - £10 charge

Late Collection fees for bookings until 5.30pm

Collection from 5.35pm-6pm - £5 charge

Collection from 6pm onwards - £10 charge

Please could we ask that, if you have not already done so, you book all sessions required for the remainder of this term. We will then issue this half-term's invoices based on the sessions booked so that payment can be made before the end of the year.

Thank you for your co-operation with this. If you have any further questions, please speak to me or the Office staff.

Yours sincerely

Mr J. Barber

Mr J Barber
Head Teacher

**Thurton Church of England
VC Primary School**

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LOTc Mark (Bronze)

