

Castlecroft Primary School

Headteacher: Mr A Dyall BA Hons

Windmill Crescent, Castlecroft, Wolverhampton WV3 8HS

Tel: (01902) 556606 Fax: (01902) 556608

e-mail: office@castlecroftprimaryschool.co.uk

Website: www.castlecroftprimaryschool.co.uk

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Dear Parents/Carers

Thank you for your patience while we have reviewed our Out of Hours booking in system. We have listened to your frustrations and feedback and are now able to offer two options for booking your child in to Out of Hours Club.

1. Block booking for the whole school year, this gives those who need the same arrangement each week peace of mind that their child has a confirmed place. This option requires you to give two weeks notice of cancellation and missed sessions are charged at the full session price. Block bookings will commence Tuesday 3rd January 2017. Please note if you choose this option and your child attends an After School Club, if their club is cancelled and Out of Hours Club is full your child will be cared for within school until a place becomes available in club, or you are able to collect them.
2. This option is for those who don't require the regular slot. Children need to be booked in by email a.sadler@castlecroftprimaryschool.co.uk or by text on 079 612 92237, no more than one week in advance and must include if your child requires breakfast or tea and a collection time for the afternoon sessions. You will always receive a reply acknowledging your booking. This option requires that any sessions that need to be cancelled are done so before the session starts and any missed sessions are charged at £1.50.

If you decide Option 1 is what you require please complete the attached form (which is also available on the school website) and return it to club urgently to secure your booking.

Due to the change in charging, our Charging Policy has been amended accordingly and is available on the school website.

Yours faithfully

Mr A Dyall
Headteacher