

Dear Parents,

2nd March 2017

WRAP-AROUND CARE – NURSERY AFTER SCHOOL CLUB – PREP SCHOOL

It has come to our attention that there are a number of children being collected late from the wraparound care for Nursery and the after school club services for Prep. To clarify our provision of these services, we outline the times of operation:

Wraparound Care – Nursery
Operational from 08:00 am until 6:00 pm

Before and after school club – Prep
Operational from 07:30 am until 6:00 pm

In the event of late collection of children, parents must telephone Mrs Edwards on her mobile: 07745 022502. A charge of £10.00 will be applied and a further £10.00 per 15 minutes thereafter to the account. Nursery parents will have the charge added to their termly fee invoice.

Please understand that our services close at 6:00 pm and you should make your own arrangements to have your child collected by someone you trust and also notify Mrs Edwards of any changes.

In the event of two late collections in any term, the service will no longer be available to you.

Thank you for your cooperation.

Yours sincerely



G. F. Whitehouse
Acting Headteacher (Head of Prep)

S. Smith
Head of Nursery