

Lympne C.E Primary School

Mrs Joyce Rhodes

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Monday 20th March 2017

Dear Parents/Carers

Re: After School Club – TERM 5 2017

Following the successful booking system for After School Club so far this academic year, the club has been able to run in a really efficient way with the office being able to allocate spare places to parents should they require them on specific evenings; as a result of this, the club will continue to run the booking system in the same way, if you are interested in your child attending After School Club for Term 5, please complete the attached form and return it **with full payment** to secure your child's place in the club.

Please note cheques will not be cashed until the start of Term 5 - week beginning Monday 17th April 2017

Places will be allocated on a **termly first come first served** basis (similar to Multi-skills club) – parents will need to sign up for a term at a time and payment will need to be made in advance. Parents can sign children up for a half or full session. Sessions will be as follows:

Half session: 3:10-4:30pm – children receive a drink and small snack in this session. **Cost £4.00**

Full session: 3:10-5:45pm – children receive a drink and small snack as per half session and will then be offered a fuller snack around 5pm, crackers and cheese, toasted sandwich, soup etc. **Cost £7.00**

Please note there will not be a family discount for more than one child in attendance.

Due to child/staff ratio, we will have allocation for 30 children to attend half sessions and 12 in the full sessions.

If your child is absent but you have paid for a session, there **will not** be a refund as we will be unable to take anyone else in their place at short notice; this is common practice in many after school club settings. **Secondly, once you have made your booking, please be sure they are the sessions you definitely require, as once we have confirmed your place there will be no refunds – we are also unable to transfer sessions between days – if you no longer need a session but require a different one then you must re-book and pay for additional sessions as we may have turned children down for the original place – thank you.**

When forms have been received, places will be allocated on a first come first served basis and you will be informed whether you have been successful. If you are unsuccessful, monies and form will be returned. Cheques to be made payable to **Lympne CEP School** please.

Please be advised that the After School Club facility finishes at 5:45pm promptly and we would appreciate parents/carers ensuring that they are collecting their child by this time. Whilst we appreciate that on occasion traffic or weather etc can be a hold up, messages can be left on the club mobile: 07833 582281 or school can be rung on 01303 268041 – there is always someone in the office till 5.00pm. Thank you. Persistent lateness may jeopardise your child's place in the club.

Yours sincerely

Anna Ladd



Lympne C.E Primary School

I wish my child(ren) : _____ to
attend After School Club for the following sessions – Term 5 2017:

	Mon 17 th April	Tues 18 th April	Weds 19 th April	Thurs 20 th April	Fri 21 st April
Half session					
Full session					
	Mon 24 th April	Tues 25 th April	Weds 26 th April	Thurs 27 th April	Fri 28 th April
Half session					
Full session					
	Mon 1 st May	Tues 2 nd May	Weds 3 rd May	Thurs 4 th May	Fri 5 th May
Half session					
Full session					
	Mon 8 th May	Tues 9 th May	Weds 10 th May	Thurs 11 th May	Fri 12 th May
Half session					
Full session					
	Mon 15 th May	Tues 16 th May	Weds 17 th May	Thurs 18 th May	Fri 19 th May
Half session					
Full session					
	Mon 22 nd May	Tues 23 rd May	Weds 24 th May	Thurs 25 th May	Fri 26 th May
Half session					
Full session					

Parent Name: _____

Child's class: _____

I enclose payment for: £ _____

Signed: _____ Date: _____

