



NORTHSIDE

Primary School

Headteacher: Mrs Longworth
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16th October 2018

Dear Parents/Carers

Changes to After School Care Club

So that we can use our staff more effectively and ensure the correct staff to children ratios are in place we will be changing the way we run After School Care Club after half term.

In order to guarantee a place for your child, you will need to book and pay in advance for the half term. If you are unable to do this you will need to book and pay in advance on the Monday morning of the week needed.

All payments must be made in advance and refunds will no longer be given as we still incur the cost of staffing.

Please note if you do have an emergency and need to book in on the day we will accommodate this however this must be a genuine emergency.

If you wish to book after school care club for the next half term please come and collect a form from the office.

Yours sincerely,

Mrs. Longworth
Headteacher

