

Headteacher
Ms V Lanham



Chapel Road
Charlwood
Surrey
RH6 0DA
Tel: 01293 862302
www.charlwood.surrey.sch.uk
office@charlwood.surrey.sch.uk

31st October 2018

Dear Parents/Carers

After School Club facility

Following on from the success of our Early Birds Club and at the request of a number of parents, we will be running an after school facility from next week, starting on **Monday 5th November**. The Governors have agreed that we should run the facility on a trial basis until the end of this academic year by which time we hope it will become financially self-supporting.

The After School facility will run from **3.15pm to 6pm** every weekday evening during term-time.

The cost for this period will be **£15** per session. Pupils attending other clubs after school will be able to move on afterwards to the After School facility but the cost per session will remain at **£15**, payable in advance.

Parents will be able to collect their children before 6pm but again will be required to pay for the full session. ***Any parents collecting their children after 6.15pm will be charged an additional £5 for every 15 minutes or part thereof that they are late.***

We would like parents to provide a snack and drink for the After School facility which will be kept in a refrigerator until needed. (This was the preference of parents from the most recent survey on this subject).

The facility will be run by **Miss Purkiss** who also has a role as a Teaching Assistant within the school. She will be supported by another member of staff.

We hope that the facility will provide a calm, friendly atmosphere in which children can unwind at the end of the day and spend time on enjoyable activities with school friends. We also intend to provide support with homework activities for a period during each session.

For those attending every evening there will be a 10% discount and for families with more than one child attending there will be a 15% discount for the second and subsequent child.

We would ask that bookings and payment are made in advance. Bookings will be accepted on the day, if room is available. Please return completed booking forms via email to office@charlwood.surrey.sch.uk or paper copies to the School Office.

I am attaching a booking form which I should be grateful if you would complete if you wish to use the facility. Payment by bank transfer is preferred although cheques and cash are acceptable. The school's bank details are on the booking form.



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Please do not hesitate to contact me if you would like any further information or would like to discuss any aspects of the facility. If any parents would like to use the facility, particularly for homework support, but find the cost beyond their means, please do contact me, in confidence, and we will look to offer some financial support.

As this is a new venture for the school, which we hope will be successful, we will be looking for feedback from parents and it is likely that some aspects of the facility will change and evolve over the coming months.

V Lanham

Headteacher

