

20/07/2017

Dear Parents / Carers,

Charlie's After School Club and New Breakfast Club

Sally Wilkins and Rachel Bishop will be leaving Mount Charles School at the end of this term. We would like to thank them for all their hard work managing Charlie's After School Club.

We have appointed Helen Gray as the new Wrap Around Childcare Leader from September and Zoe Skipiol will step up as Leader in Helen's absence.

We are delighted to be offering a Breakfast Club from September as we know that a number of parents have requested the service. The Breakfast Club will be open from 8am-8.30am and cost £3 per session. Parent Pay will be set up from September so that all payments for wraparound can be made online. We can also discuss the use of childcare vouchers individually and make the necessary arrangements.

We will be reviewing the arrangement of our wraparound childcare provision once the new managers are in post. We want to ensure value for money for parents however, the service must cover its costs. We will consult with parents and children regarding the structure of the sessions, timings, planned activities and refreshments offered in September.

The attached registration form must be completed prior to any child accessing Charlie's in September. We have to update our records annually to ensure that we have accurate contact details, allergies and medical requirements. It is really important that you pre-book sessions that you will need as we will not be able to guarantee a place for last minute bookings. As I am sure you will appreciate we need to plan the staff : children ratios ahead of time. **To guarantee your child's place, please return the attached registration form by Monday 24th July.**

We appreciate your support in helping us to plan for a smooth transition in September. If you have any questions, please don't hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads 'Bunting'.

Claire Bunting

Headteacher