



# Hadleigh Infants and Nursery School Academy

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Essex SS7 2HQ

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[www.hadleigh-inf.essex.sch.uk](http://www.hadleigh-inf.essex.sch.uk)

Wednesday 18<sup>th</sup> July 2018

Dear Parents and Carers,

If you would like to book your child into After School Club for next September, please email the school on the following email address - [parentscomments@hadleigh-inf.essex.sch.uk](mailto:parentscomments@hadleigh-inf.essex.sch.uk). Please ensure you clearly state your child's name, new class and school. Once you have sent an email outlining which days you would like to book, you will receive an automated email to confirm the booking. If you would like to book a specific date or dates, please use the same system. If your child already attends the After School Club and you would like them to continue to attend the same sessions, please state this in your email. All bookings will be collated during the holidays ready for September.

Children who are attending the After School Club for the first time will need to have a Personal Information Form completed and handed into the school office on Thursday 6<sup>th</sup> September. These can be downloaded from the front page of the school's website in the Newsletter section. Alternatively, you could ask for a paper copy at the school's main office. If your child has already attended the After School Club you will not need to complete the Personal Information Form as we already have your child's details.

The prices for the club will remain the same for the next academic year.

Finally, I would like to inform parents that the After School Club will be available on following non-school dates

Friday 15<sup>th</sup> February 2019 (**INSET Day**)

Friday 28<sup>th</sup> June 2019 (**INSET Day**)

Monday 1<sup>st</sup> July 2019 (**INSET Day**)

Thursday 25<sup>th</sup> July 2019 - Friday 9<sup>th</sup> August 2019 (**First two weeks of the Six weeks Holiday**)

Further information about prices and how you can book these additional days will be given next year.

Yours Sincerely,

Mr. S. Proctor

Head Teacher



Healthy School

Headteacher : Mr S Proctor