

Newchurch Community Primary School  
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Headteacher: Mrs S Lawrenson

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May 2019

Dear Parents / Carers,

Further to our recent letter regarding the transfer of ABC Link Club to Newchurch Primary school with effect from 1<sup>st</sup> June 2019.

I wanted to take this opportunity to give you an update on where we are currently with our plans and to provide ongoing assurance that everything is on track to ensure a smooth and seamless transfer in June. Thank you for your continued support during this time.

At the end of our summer half term holiday, school will open on Monday 10<sup>th</sup> June and our school link club – which we have named 'Newchurch Robins' will open as usual. All children who currently have places will continue to attend as normal. The activities, resources and equipment which your child / children currently have access to will be equitable to the current provision and / or be enhanced. We will consult all of the children during week commencing 10<sup>th</sup> June to get their views and opinions on extra and new resources.

The club opening / operational times and pricing structure will remain the same. Your payment terms will remain the same. We will accept childcare vouchers and we have our accounts set up with all of the main childcare voucher providers. We will expect payment of Newchurch Robin fees to be made by the 1<sup>st</sup> of the month for childcare received in the previous month. For example, if your child attends from the transfer start date of Monday 10<sup>th</sup> June, we will expect you to pay for June childcare by 1<sup>st</sup> July. We have partnered with ParentPay as their system provides us all with real time up to date invoicing and the facility to collect payments aligned to our current school collection methods. We will work with you to ensure that this process is as smooth as possible.

We have exciting plans underway to utilise our existing school structure to integrate 'Newchurch Robins' into our existing ways of working. We are working closely with our school catering team as they will be supporting us and we are exploring exciting menu options for healthy breakfast and after school snack.



Please find attached a 'Welcome to Newchurch Robins' pack which contains important information regarding our structure, policies and procedures. You will be required to complete some paperwork as part of this process. This paperwork is an essential and important part of our set up and must be returned to the School Office not ABC Link Club by Wednesday 22nd May to enable us to have all of the information required for your child to attend club week commencing Monday 10<sup>th</sup> June.

I will be available at Newchurch Robins Club in the school hall to answer any questions you may have at the following times:

Date	Time
Tuesday 11 <sup>th</sup> June	5-6pm
Tuesday 11 <sup>th</sup> June	7.45-8.15am
Wednesday 12 <sup>th</sup> June	7.45-8.15am
Friday 14 <sup>th</sup> June	7.45-8.15am

If you cannot make any of these times and wish to speak to me, please do not hesitate to contact me and I will be happy to help. Once again, thank you for your continued support.

This is a very exciting time for our school as we embark upon the journey of launching our 'Newchurch Robins' venture.

Yours sincerely,



Mrs. S. Lawrenson

