



**Bishop Aldhelm's Church of England  
(Voluntary Aided) Primary School**  
Winston Avenue, Branksome, Poole, Dorset, BH12 1PG

*Loved by God*  *United in Learning*

**Head Teacher – Laura Dickson**



Date: April 2016

Dear Parent/Carer,

**IMPORTANT LOOKOUT CLUB INFORMATION**

We are very fortunate at our school to be able to facilitate wrap around care from 8am until 6pm Monday to Friday in Early Bird and Owls Club.

Please read below to ensure that you are familiar with booking procedures:–

- Lookout Club places can be booked a half-term in advance but must be booked at least two weeks in advance.
- Payment must be at least two weeks in advance – however, if you need to discuss a payment plan please make an appointment to speak with Mrs. Eaton through the school office or via e-mail [lookout@bishopaldhelms.poole.sch.uk](mailto:lookout@bishopaldhelms.poole.sch.uk)
- Children, who turn up to Early Bird / Owls who are not booked in, will be taken to sit on the blue chairs and parents will be contacted.
- If the child is unable to attend the club due to payment being in arrears, a letter will then be sent home with the child stating the amount outstanding. The letter will state that the child cannot attend the club until full payment is received.
- Money and booking forms should not be handed in at the club; payments can be made on line or placed if the drop box in the school entrance.
- If parents want to cancel sessions they will need to do so at least one week ahead and in writing. They will get a credit on the account (no refund). If notification is less than one week ahead, then we cannot provide a credit (not refund).
- If the children are booked in but do not attend the club, the session will still be payable.
- Emergency bookings are available on the day but only if there is space and these are limited to 3 per term.

We hope that the above is clear but with the success of the club as well as an increase in numbers we feel the booking procedures are necessary to ensure the smooth running of the club for you and your children.

Booking forms for Early Bird and Owls are available to download from our website as well paper copies from the office or Lookout club.

We thank you for your continued support and positive feedback about the Lookout Club.

Laura Dickson  
Head Teacher

Diane Eaton  
Lookout Club Manager

**Bishop Aldhelm's C.E. (V.A.) Primary School is committed to safeguarding and promoting the welfare of all our children.**

[www.bishopaldhelms.poole.sch.uk](http://www.bishopaldhelms.poole.sch.uk)  
**Telephone: 01202 715100**  
**E-Mail: [office@bishopaldhelms.poole.sch.uk](mailto:office@bishopaldhelms.poole.sch.uk)**  
**Fax: 01202 307640**