



24th September 2015

Dear Parents

As you are aware from my previous letter, we are changing the booking system for Kew Kids After School Club. Bookings are now to be made for each half term in advance with effect from 2/11/15.

In response to feedback from Parents, I have revisited the procedure and have revised as follows.

I am aware the letter sent out on the 11th September stated there will be no *Ad Hoc* places available but to try and support our families at Kew, we will still offer the opportunity to book a place for the following week if you require additional days due to shift patterns or other commitments.

Therefore I would suggest that you commit to booking places for any regular patterned days as the half term bookings will always be given priority. Then if needs be complete a further booking form at least a week in advance of any additional days that may be required.

The emergency booking form must be completed and handed into the school office for the attention of Mrs Mason the School Business Manager. She will return the form to you stating if there is availability on the sessions required. If there is availability, payment must be made in advance for the additional sessions. The forms will be available in the school office, at after school club and on the school website. Unfortunately, If the places are already allocated on the evenings requested we will not be able to agree the request as we will have to abide by our set staffing ratios for that week due to health and safety reasons.

I hope this letter has clarified the changes we have made and that it does offer you some support and flexibility with arranging your child care for the future.

If you have any questions please do not hesitate to contact either myself or Mrs Mason School Business Manager.

Yours sincerely

A handwritten signature in cursive script that reads 'C. Jackson'.

C. Jackson
Head Teacher

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