



Dear Parents and Families,

Re: Afterschool Club Booking Procedure.

We would like to inform all parents and families that bookings for the Afterschool Club will now close at 7:00 a.m. on the morning of the booking. This change allows sufficient time for staff to prepare and organise appropriate supervision and resources for the day.

Please ensure that you make your bookings before this time. Only emergency bookings will be granted after the deadline, and these will be at the discretion of the school. In such cases, your child will remain with a member of the Senior Leadership Team (SLT) or their class teacher until they are collected.

We appreciate your cooperation and understanding in helping us to maintain a safe and well-organised provision for all pupils.

Regards

Miss Knights
Afterschool Club