

2nd September 2020



To: Parents of Pupils in Junior School

Dear Parents

After School Club - Booking Form

Further to my previous email communication, please find attached a booking form for end of day supervision (After School Club). If you wish to make use of this facility on a regular basis, please print the form off and return to your child's class teacher by Monday 7th September. Alternatively, you may email Mrs Marriott, School Secretary at nicolamarriott@hollygirt.notts.sch.uk with the required details.

Once you return the form, your place will be booked for the rest of the term and an interim fee bill will be produced for you to make payment.

If you do not require regular end of day supervision, After School Club can always be used on an ad-hoc basis when required, however please note that there is an increase in cost for this and payment is expected on the day of use.

Yours sincerely



Mrs Hutley
Headmistress



End of Day Supervision (After School Club)

Pupil's Name:		Form:	
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I would like to make use of this facility
from:

(please advise date)

Cost

£4.20 per day up to 4.30pm

£8.40 per day up to 5.30pm

We request that parents collect their children by 5.30pm at the latest and we reserve the right to charge an additional fee for any lateness. For collection between 5.30pm and 5.45pm a late collection fee of £5 will be levied. Very late collections after 5.45pm will be charged at £1 per minute. This is in line with other out of school provisions and the charge will go towards the staff additional salary.

Days/Times

Please tick relevant days/times you would like to use After School Club on a regular basis. After School Club can always be used on an occasional/ad-hoc basis when required however please note the cost increase slightly.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Up to 4.30pm					
Up to 5.30pm					

Collection

Please give details of anyone who will be collecting your child. If the number is a business number, can you please give the name of the company and any extension number.

Name	
Address:	
Telephone Number:	

Name	
Address:	
Telephone Number:	

Signature:		Date:	
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