

19th December 2017



To: Parents of all Pupils in Junior and Senior School

Dear Parents,

After School Care at Hollygirt School

Owing to a number of very late collections of children from the After School Club, I am writing to all parents with the same information and with a slightly altered scale of charges for late pick-ups with effect from January 2018. This is now more in line with other providers.

Our After School Club runs from 3.45 - 5.30pm, it is organised and led by Mrs Mahl and she can be contacted **during these hours on: 07931 712151.**

Junior Children (EYFS to YEAR 6)

The junior children finish school at 3.30pm and therefore, from 3.30 - 3.45pm, there is a 15-minute window offering flexible collection time for junior parents. At 3.45pm, Mrs Mahl takes a register of children still in school, after this time charges become payable.

After School Care is chargeable in 2 periods:

3.45 - 4.30pm (or any part of this time): at £5.00 per session
4.30 - 5.30pm (or any part of this time): at £5.00 per session.

There is a discount of £1 per session for parents who use the service regularly and book in advance. All others are charged at the full rate in arrears, invoiced termly.

Late collection: 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.

Senior Pupils (YEAR 7-11)

Senior pupils usually stay in the homework club until 5pm. At this point if they have not been collected they are taken by the Receptionist to the aforementioned after school provision, and at that point the charges apply as stated above.

To collect children from the After School Club, please access via the back gate of Junior School (22 Villa Road).

I hope this clarifies the situation. Parents are requested to contact Mrs Mahl to let her know if there is an unexpected delay and are likely to be collecting after hours.

Yours sincerely

Mrs P Hutley
Headmistress