



Head Teacher Mrs L Hackfath LLB (Hons) PGCE
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22nd May 2019

Dear Parent / Carer,

RE: Extended Provision – Breakfast & After School Club

We are writing to update and remind you of our Breakfast Club, Out of Hours Club and Safeguarding Policies. These are available on our website at www.stanfordschool.org/office/policies.html or if you would prefer a hard copy please request one from the office.

Please note the following booking, drop-off and collection procedures

- Please ensure you have booked your place with 24hrs notice paying any fees due in advance
- Please let the office know by email (office@stanfordschool.co.uk) or telephone (01472 318003) of any changes to bookings or collection times
- Please ensure your child arrives before 8:15am if attending breakfast club
- Please sign your child in on the register provided and record the time, this is now positioned in the entrance to The Club
- Please collect your child promptly from the club entrance and sign them out on the sheet provided
- Please be aware, with no offence intended, that due to school safeguarding procedures parents are not permitted to enter the club room your child will be brought to you at the cloak room area
- Feedback on your child's club time can be given but time can be limited and if further information is required please feel free to make an appointment to discuss
- Please see the class teacher for information about your child's school day

Please be reminded that:

- Cancellation of places requires 48hrs notice, fees will still be due if cancelled within this time period
- When booking please ensure you enter the correct time slot as staffing is arranged according to bookings placed and incorrect information may result in staff not being in place
- Late payment fees may apply at 10%
- Late collection of children will be charged at the next session rate, continued late collection may result in a fine of up to £10.00
- Children will not be admitted without a booking and may be turned away if we are fully booked
- Flexibility will be given under reasonable circumstances to try and accommodate parents / carers please discuss with the school business manager

We thank you for your cooperation and continued support with these matters, If you have any questions or queries please do not hesitate to ask.

Kind regards

Dawn King
School Business Manager