



Freeman Avenue, Luton, Bedfordshire
LU3 4BL
Tel: 01582 617500 Fax: 01582 617501
Email: office@bramingham.net
Website www.bramingham.net
Headteacher: Sharon Flowers

Meeting individual needs...to the best of our ability.

5th January, 2018

Dear Parents,

Both clubs can no longer sustain the number of unplanned children turning up. Comments and suggestions received from you have been taken into account and the following has been decided:-

Breakfast Club

- Payment made for half term, in advance, will guarantee a place for your child.
- Payment for weekly Breakfast Club bookings, **MUST** be made no later than the Friday **before the following week**.
- If the club is full a place will not be able to be made available for your child.
As spaces are now limited unless half-termly payments are made, there will no longer be a guaranteed place.
- If a place is needed and notice of more than a day is given, **AND** space is available, **AND** payment is sent in **prior** to the session, then this **WILL** be allowed. (There is no guarantee of a space being available though)
- A child turning up to Breakfast Club with money will be allowed to stay if there is a place available. The charge will be £3.00. No more than 3 times per child per term will be allowed. These count as emergencies.
- Turning up to Breakfast Club without booking **AND** no money will result in a charge of £4.00. This will result in any future places being lost until the following term.

After School Club

- Payment made for half term, in advance, will guarantee a place for your child.
- Payment for weekly After School Club bookings, **MUST** be made no later than the Friday **before the following week**.
- If the club is full a place will not be able to be made available for your child.
- As spaces are now limited unless half-termly payments are made, there will no longer be a guaranteed place.



- If a place is needed and notice of more than a day is given, AND space is available, AND payment is sent in **prior** to the session, then this WILL be allowed. (There is no guarantee of a space being available though)
- Contacting the school during the day, for a place that evening, and paying counts as an emergency. Three of these will be allowed per term.
- If a place is needed for the same day, and school is contacted by 3pm, and there is space available, this counts as an emergency. Payment needs to be made when collecting your child.
- If your child is not booked in, they will go to After School Club if there is space, if not, they will remain with Mrs Flowers or Mrs Bains. Your list of contacts will be used to get hold of a responsible adult to pick up the child. A charge for this will be double cost of the session time. This is to deter the high number of children 'just turning up'. Should payment not be received by the Friday of that week this will be followed up by family workers and ultimately our legal team.

The process for booking remains the same which is that you complete the enclosed form with payment in advance.

Thank you for your understanding.

Sharon Flowers
Headteacher